

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

OTHER POSTS

<u>POST 14/231</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC - CHRONIC) REF NO: OMNPHC/KCHC/03/2024 (X1 POST)</u>
<u>SALARY</u>	:	R656 964 – R748 683 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Kwa Mashu CHC Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty (Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care). Recommendations: A valid Driver's License and Computer skills in basic programmes. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, norms and standards and Ideal CHC priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders

i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES
APPLICATIONS**

: Ms. O Magwaza Tel No: (031) 501 1777
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 13 May 2024

POST 14/232

: **OPERATIONAL MANAGER NURSING (PHC) REF NO:
OMNPHC/NTU/04/2024 (X1 POST)**

SALARY

: R656 964 – R748 683 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Homeowners allowance (employee must meet. Prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Ntuzuma Clinic
: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Recommendations: A valid Driver's License. Computer skills in basic programmes. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership,

organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES
APPLICATIONS**

: Ms. O Magwaza Tel No: (031) 501 1777
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the Admin Office entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the

website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 13 May 2024
- POST 14/233** : **OPERATIONAL MANAGER NURSING – MOBILE CLINIC REF NO: OMNMOB/KCHC/01/2024 (X1 POST)**
- SALARY** : R656 964 – R748 683 per annum. Benefits:13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Kwa Mashu CHC
Senior Certificate /Grade 12. Degree/ Diploma in General Nursing and midwifery. Minimum of 9 years appropriate recognisable experience in nursing after registration as a professional nurse in with SANC in General Nursing. At least 7 years must be relevant, appropriate and recognizable experience in nursing after obtaining 1 year post basic qualification in clinical assessment care, diagnosis and treatment (PHC). Current registration 2024 with SANC as Professional Nurse. Valid code 08 / EB driver's license. Certificate of service. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ability to manage own work, time and that of the junior colleagues to ensure proper nursing service. Demonstrate basic Financial and human resource, school and family health policies and practices. Demonstrate sound knowledge of labour relations management. Demonstrate effective communication with both internal and external clients. Able to produce written and verbal reports. Team building and leadership skills. Able to develop contacts build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy and support tool to enhance service delivery. Leadership, Organizational, decision making and problem solving skills. Sound knowledge of code of conduct. Team building and leadership skills. Policy formulation skills.
- DUTIES** : Responsible for the efficient management of mobile Clinic. Supervise and develop all practices and systems to enable the integrated clinical service management to deliver comprehensive package of service in line with NHI initiatives. Integrated PHC for all sector of the community. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area. This includes 95-95-95 HAST indicators, MCWH&N, NCD etc. Ensure provisions of high-quality comprehensive care through provision of preventive, curative and rehabilitative service. Work with CHW's in support of Phila Mntwana/Mndeni center functionality Provision of ICSM integrated clinical service management. Ensure quality service delivery through the implementation of quality improvement program within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicine, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure clinical audits are implemented. Ensure monitoring and evaluation of staff performance through the EPMS system. Involvement with community meetings and committee. Ensure quality data management is implemented and monitored at the clinic.
- ENQUIRIES APPLICATIONS** : Ms. O Magwaza Tel No: (031) 501 1777
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employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMNPHC/KCHC/01/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 13 May 2024
- POST 14/234** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: OMNND/KCHC/02/2024 (X1 POST)**
- SALARY** : R520 560 – R596 322 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Kwamashu CHC
 Senior Certificate/Grade 12). Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years of experience in a supervisor’s capacity. Recommendations: Diploma in Clinical Nursing Science (Health assessment, Treatment and Care [PHC]). Diploma in Midwifery and Neonatal Nursing Science (ADM). Basic Computer literacy. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Manager night duty services by ensuring that high standard of care is rendered and accessed by health care users on night duty. Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of

resources in line with cost containment plan. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC on night duty. Ensure implementation, monitoring and evaluation of EPMDs in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National core standards and ideal clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the CHC.

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APPLICATIONS

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CLOSING DATE

: 13 May 2024

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS

: **Head Office Posts Director:** Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200, Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via KZNPW.JOBS.HEADOFFICE@KZNWORKS.GOV.ZA for attention Mrs. ZJ Hlongwane.
North Coast Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, Private Bag X42, Ulundi, 3838, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi or

online via KZNPW.JOBS.NORTHCOAST@KZNWORKS.GOV.ZA for attention Mr S Zulu

Midlands Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X9963, Ladysmith, 3370, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370 or online via KZNPW.JOBS.MIDLANDS@KZNWORKS.GOV.ZA for attention Ms N Mabizela

CLOSING DATE
NOTE

: 17 May 2024

: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not to accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Alternatively applicants can submit their Z83 and CV online and directly to the email addresses indicated below in respect of the different centres where the posts exist or direct your application quoting the reference number of the post you are applying for; Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

POST 14/235

: **CHIEF DIRECTOR: INFRASTRUCTURE PROGRAMME COORDINATION**
REF NO: CD/IPC/HO-042024

SALARY

: R1 371 558 per annum Level 14, (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

CENTRE

: Head Office, Pietermaritzburg

- REQUIREMENTS** : Bachelor's Degree or equivalent qualification in Engineering, Quantity Surveying or Architecture, Town and Regional Planning or Infrastructure Project Management. A minimum of five (5) years relevant experience at a senior managerial level in the roll out of the IDMS within a Government Department. Proficiency in relevant word processing, spreadsheet and presentation software packages. Registration as a Built Environment professional will be an added advantage. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate prior to appointment.
- DUTIES** : Manage the implementation and institutionalisation of the IDMS within Public Works. Manage IDMS Capacitation in the Department. Manage infrastructure Planning for Health, Education and Other Client Departments / Implementing Agents. Manage Health, Education and Other Clients and Implementing Agents Programme, Project Management and Maintenance and report thereon. Management of resources. Recommendations: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.
- ENQUIRES NOTE** : Mr SP Majola (Head of Department Tel No: (033) 355 5562)
: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

OTHER POSTS

- POST 14/236** : **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: DD/PM/MR-042024**
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
- CENTRE REQUIREMENTS** : Midlands Region (Ladysmith)
: An appropriate Bachelor's Degree or National Diploma Engineering or Built or related field and a Diploma in Project Management. A minimum of three (3) years junior management level experience. Computer literacy (MS word, Excel, Power point and outlook). A valid driver's licence. Recommendations: Departmental / Provincial Policies. Broad knowledge of Legislation, Policy and Practices. Understanding HRM practices in the Public Service. Public Service reporting procedures and work environment.
- DUTIES** : Manage the technical portfolio in consultation with Client Departments. Manage and monitor Programme expenditure and the preparation of financial progress report. Provide advice and guidance to Client Departments. Implementation of policies and strategies aimed at improving service Delivery. Manage resources of the Sub-directorate.
- ENQUIRIES** : Mr. WG Hadebe Tel No: (036) 638 8071
- POST 14/237** : **DEPUTY DIRECTOR: BUDGET AND ACCOUNTING SERVICES REF NO: DD/BCE/HO-042024**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
: An appropriate National Diploma / Degree with a minimum of three (3) years to five (5) at junior management experience in a finance environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence). Presentation and facilitation skills. Recommendations: Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking).
- DUTIES** : Manage monthly cash flows. Manage rollovers and virement of funds. Manage and monitor expenditure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.
- ENQUIRIES** : Ms N Orrie Tel No: (033) 355 5432

<u>POST 14/238</u>	:	<u>DEPUTY DIRECTOR: ACQUISITIONS AND DEMAND REF NO: DD/AD/HO-042024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	An appropriate National Diploma / Bachelor's Degree or equivalent qualification with a minimum three (3) to five (5) years junior management level experience in a Supply Chain Management environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Presentation and facilitation skills. Recommendations: Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking).
<u>DUTIES</u>	:	Manage acquisition services. Manage demand management services. Manage the development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources of the sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. M Zondi Tel No: (033) 355 5507
<u>POST 14/239</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/NCR-042024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package), to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	North Coast Region (Ulundi)
	:	A Grade 12 plus an appropriate Bachelor's Degree or equivalent qualification with a minimum of three (3) to five (5) years relevant junior management experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence. Recommendations: Detailed knowledge of Public Sector, and Relevant legislation/status, including Public Management Finance (PFMA), Treasury Regulation, Supply Chain Management processes, procedures and Provincial Treasury Practice notes.
<u>DUTIES</u>	:	Manage and co-ordinate Bid-Bid and Adjudication services. Manage Post-Bid Services. Manage Provisioning, Assets and Demand management services. Manage logistics services. Manage resources of the component.
<u>ENQUIRIES</u>	:	Mr NM Sibisi Tel No: (035) 874 3348
<u>POST 14/240</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: CPM/MR-042024 (X3 POSTS)</u>
<u>SALARY</u>	:	R833 499 per annum, (all-inclusive salary package). Provision exists for salary packages to be reviewed for production positions, on the basis of an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.
<u>CENTRE REQUIREMENTS</u>	:	Midlands Region (Ladysmith)
	:	An appropriate National Higher Diploma with a minimum of 4years and six months certified experience Or a B.Tech with a minimum of 4 years certified managerial experience Or a Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
<u>DUTIES</u>	:	The duties are prescribed of a Construction Project Manager as per the OSD.
<u>ENQUIRIES</u>	:	Mr. WG Hadebe Tel No: (036) 638 8071
<u>POST 14/241</u>	:	<u>ASSISTANT DIRECTOR: ASSETS: FLEET MANAGEMENT REF NO: AD/FM/HO-042024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act/ Regulations, Service Delivery Improvement policies and strategies. Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills.

- DUTIES** : Facilitate purchasing and utilization of KZN transport. Facilitate processing of applications and utilization of Subsidized vehicles. Co-ordinate accident and mechanical reports. Provide advice and guidance and input to policy. Supervise staff.
- ENQUIRIES** : Ms T Msomi Tel No: (033) 355 5403
- POST 14/242** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: AD/COM/HO-042024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge of the Public Service Act / Regulations, relevant Policies and Strategies. Excellent communication (verbal, written and networking). Presentation and facilitation skills.
- DUTIES** : Manage external and internal communication. Facilitate the marketing of the Department. Develop the branding material for the Department. Monitor Website information (intra-net/internet). Provide advice and guidance and input to policy. Manage resources of the Division.
- ENQUIRIES** : Mr B Nhaca Tel No: (033) 260 4010
- POST 14/243** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: ADL/NCR-042024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: North Coast Region (Ulundi)
: A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence. Recommendations: Detailed knowledge of Public Service Act/ Regulations and polices. Knowledge of all Public Service and related legislation.
- DUTIES** : Administer Auxiliary Services in the Region. Coordinate fleet management services. Monitor IT support services. Provide advice and guidance and input policy. Supervise human resources/staff.
- ENQUIRIES** : Mr NM Sibisi Tel No: (035) 874 3348
- POST 14/244** : **LABOUR RELATIONS PRACTITIONER: MISCONDUCT AND DISCIPLINE REF NO: LRP/MD/HO-042024**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's degree / National Diploma or equivalent qualification. A minimum of three (3) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act / Regulations, policies and strategies. Labour Relations Act, Collective Agreements, Bargaining Structures, Misconduct and Disputes. Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Appeals process. Excellent communication (verbal, written and networking).
- DUTIES** : Administer misconduct and disciplinary matters. Ensure compliance with legislative framework relating to Misconduct and discipline. Administer appeals applications. Promote sound collective bargaining and labour relations processes.
- ENQUIRIES** : Mr. M Mdunge Tel No: (033) 260 4124
- POST 14/245** : **LABOUR RELATIONS PRACTITIONER: GRIEVANCE AND DISPUTES REF NO: LRP/GD/HO-042024**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Head Office, Pietermaritzburg
: An appropriate Bachelor's degree / National Diploma or equivalent qualification. A minimum of three (3) to five (5) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license. Recommendations: Knowledge: Public Service Act / Regulations, policies and strategies.

		Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Excellent communication (verbal, written and networking).
<u>DUTIES</u>	:	Administer and investigate grievance. Represent the department at conciliations and arbitrations and facilitate the implementation of conciliation/settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievance and disputes. Maintain statistical records and compile reports, submissions and updates regarding grievance, dispute, industrial action matters and compile LR monitoring and evaluation reports. Promote sound collective bargaining and labour relations processes.
<u>ENQUIRIES</u>	:	Mr. M Mdunge Tel No: (033) 260 4124
<u>POST 14/246</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY SPECIALIST REF NO: ICT/S/HO-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Head Office, Pietermaritzburg An appropriate Degree / National Diploma / Diploma / Certificate in Information Technology (IT) field. A minimum of three (3) years' in an IT services environment experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.
<u>DUTIES</u>	:	Plan, develop, co-ordinate, administer and implement ICT projects, policies and procedures. Co-ordinate and Administer the Department's internal IT Helpdesk, call escalations and 2nd level specialized IT Support to users. Co-ordinate and monitor the procurement process for ICT projects and purchasing and monitor the ICT Procurement Contracts and SITA Bids. Co-ordinate IT Asset management and provide statistical information and related reports. Research, formulate and communicate Department standards for hardware and software and ensure compliance with regard to IT policies and procedures. Supervise staff. Recommendations: Legislation (PFMA, Regulations, Treasury Regulations, Practice Notes, etc), Understanding HR policies and procedures, ICT Auditing procedures including norms and standards.
<u>ENQUIRIES</u>	:	Mrs R Marillier Tel No: (033) 355 5411
<u>POST 14/247</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HR PROVISIONING REF NO: HRP/MR-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Midlands Region (Ladysmith) A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Implement recruitment and selection processes. Administer Appointments. Administer the implementation of the establishment on PERSAL. Monitor HR records. Supervise Human Resources/Staff. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. HRM Policies. Planning and Organising Skills. Good verbal and written Communication Skills. Honesty, confidentiality, integrity and responsibility.
<u>ENQUIRIES</u>	:	Mrs. AC Thusi Tel No: (036)-638 8067
<u>POST 14/248</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PA/SCM/HO-042024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Head Office, Pietermaritzburg A Grade 12 plus Secretarial Diploma/ equivalent qualification. A minimum of three (3) to five (5) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint, and Outlook. Recommendations: Knowledge of a limited range of work procedures & elementary clerical duties. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. Candidates may be subjected to a computer assessment to determine computer literacy.
<u>DUTIES</u>	:	Provides a secretarial support service to the Director. Renders administrative support services. Provides support to Director regarding meetings. Supports

the Director with the administration of the director's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr. M Zondi Tel No: (033) 355 5499

POST 14/249 : **ADMINISTRATIVE OFFICER: ASSETS: FLEET MANAGEMENT REF NO: AO/FM/HO-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office, Pietermaritzburg
: A Grade 12 with minimum of two (2) to three (3) years relevant administrative experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Recommendations: Knowledge of relevant prescripts. Excellent communication and listening skills. Report writing skills.

DUTIES : Coordinate application of subsidized vehicles and administer the acquisition of official vehicles. Administer bookings for vehicle repairs and maintenance. Conduct inspection on both subsidized and official vehicles and control Road Traffic Contravention Notices. Monitor utilization and licensing of state vehicles and compile subsidized vehicle reports. Convene DMTC Committee meetings and provide secretariat duties to the Departmental Transport Forum. Supervise staff.

ENQUIRIES : Mrs T Msomi Tel No: (033) 355 5403

POST 14/250 : **ADMINISTRATIVE OFFICER: POST BID REF NO: AO/PB/MR-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Midlands Region (Ladysmith)
: A Grade 12 plus a relevant Degree or National Diploma. One (1) to two (2) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

DUTIES : Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.

ENQUIRIES : Ms. GB Mthethwa Tel No: (036) 638 8177

POST 14/251 : **ADMINISTRATIVE OFFICER: STORES AND ASSETS REF NO: AO/SA/MR-042024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Midlands Region (Ladysmith)
: A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint, and Outlook. A valid driver's licence. Recommendations: Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

DUTIES : Administer moveable assets in the Region. Administer stores in the Region. Administer the disposal of assets in the Region. Supervise Human Resources/Staff.

ENQUIRIES : Ms. GB Mthethwa Tel No: (036) 638 8177

POST 14/252 : **DESKTOP PUBLISHER REF NO: DP/HO-042024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Head Office, Pietermaritzburg
: Grade 12 plus appropriate Degree/ National Diploma in Graphic Design/ Desktop Publishing (DTP) with minimum of one (1) to two (2) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. Recommendations: Sound knowledge of a wide range of activities such as: Drawing DTP Programme, Scanning, Special DTP equipment, Adobe Illustrator, Adobe Photoshop, Adobe InDesign. Departments Strategic Planning, Public Service Regulation.

DUTIES : Prepare publications and design layout, formatting and dissemination of Departmental material. Design promotional material for the department. Co-ordinate publication of information packages. Monitor and ensure compliance to desktop publishing service standards within the department.

ENQUIRIES : Mr B Nhaca Tel No: (033) 260 4010

POST 14/253 : **ADMINISTRATION CLERK: ACQUISITIONS REF NO: AC/ACQ/HO-042024 (X3 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mrs. B N Zulu Tel No: (033) 355 5563

POST 14/254 : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS & REMUNERATION REF NO: HRO/SCR/HO-042024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mrs. F Chetty Tel No: (033) 260 4135

POST 14/255 : **ADMINISTRATION CLERK: ACQUISITION AND DISPOSAL: IMMOVABLE ASSET MANAGEMENT REF NO: AC/AD/MR042024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Midlands Region (Ladysmith)
REQUIREMENTS : Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint, and Outlook). Recommendations: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

DUTIES : Duties will be of a clerical nature within the respective business unit.

ENQUIRIES : Mr. LC Mthonti Tel No: (036) 638 8068

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200, hand delivered at 145 Chief Albert Luthuli Road Pietermaritzburg 3200 or online applications can be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION : Ms. N Cele

CLOSING DATE : 17 May 2024

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be

contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current/previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The department commits to providing reasonable accommodation within its means for people with disabilities during the recruitment process. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

<u>POST 14/256</u>	:	<u>DEPUTY DIRECTOR: IT AND AUDIT SERVICES REF NO: KZNPT 24/20 (X4 POSTS)</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3-year NQF Level 7 qualification or higher in Information Systems, Computer Science or related field (Bachelor of Commerce, Information Systems or BSc Computer Science Degree). A minimum of 3 years' experience in the IT auditing environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Treasury Regulations, PFMA (Public Financial Management Act), PSRF (Public Service Regulations Framework), MTEF (Medium Term Expenditure Framework), General Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), IT Auditing techniques, Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management, IT Governance, SEKCHEK (Security checking system), Team Mate system, Information Security, Application and Operating Systems Control, Computer Assisted Auditing Techniques (CAAT), System Control Objective for Information and Related Technology (COBIT) and Information Technology Infrastructure Library (ITIL). Strategic planning, Communication, Facilitation, Presentation, Innovative, Decisiveness, Business process re-engineering, Auditing and Report writing, Computer literacy, Interpersonal relations, Analytical and quantitative method, financial management, Time management, Policy analysis and development, Project.
<u>DUTIES</u>	:	Manage the development and revision of project plans, methodologies, policies, and procedure manuals for IT audits for the province based on the results of the provincial risk assessments. Manage the implementation of IT audit projects, policies, methodologies and procedure manuals. Provide value adding recommendations to improve the provincial institutions performance and monitor and report on the implementation thereof. Develop and implement training, development, and support programmes on areas of IT auditing and governance to provincial departments and public entities. Maintain relationships with client management and internal and external stakeholders. Manage the resources of the Sub- Directorate.
<u>ENQUIRIES</u>	:	Mr. N Khuzwayo Tel No: (033) 897 4642