



**KWAZULU-NATAL DEPARTMENT OF TRANSPORT
 HEAD OF DEPARTMENT**

Head Office - Pietermaritzburg | Ref: KZNDOT/HOD/05/2020 | Salary: Inclusive remuneration package: R1 978 533 per annum plus a 10% non-pensionable Head of Department allowance; the inclusive remuneration package includes a 30% portion which may be structured according to the individual's choice.

Requirements: •A relevant undergraduate qualification equivalent to NQF Level 7 and a relevant postgraduate qualification equivalent to NQF Level 8 as recognised by SAQA •8 to 10 years' relevant senior management experience, 3 years of which must have been within an organ of state as defined by the Constitution •Proven experience in road infrastructure, public transport, road safety and a Civil Engineering qualification will be an added advantage • Computer literacy • A valid, unendorsed driver's licence.

Applicants must have the following knowledge, skills, training, experience and competencies: •Significant managerial capability and experience in providing strategic leadership and direction in the sector •Ability to provide technical advice on social services delivery to executive levels of Government. **Knowledge and understanding of the following:** •International, National and Provincial imperatives and trends on the delivery of transport services •The role of transport services within the Province and South Africa •Developmental agenda of the Provincial Government •Development of relevant policies and strategies •Administration of policies, legislation and the mandate of the Department/Province •PFMA, Treasury Regulations and advanced financial management capabilities •Strong leadership ability in strengthening inter-sectoral collaboration to support the realization of provincial priorities and ensure the determinants of transport services are adequately addressed •Excellent communication and presentation skills •Ability to work well under pressure •Skilled in the art of facilitation and able to cultivate good stakeholder relationships •A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents •Ability to successfully manage special projects as identified by the Administration and Executive Authority •Ensure integrated risk management and the implementation of Minimum Information Security Standards.

Key Responsibilities: •The successful candidate will be required to Facilitate the construction and maintenance of transport infrastructure (roads, bridges, walking paths and intermodal facilities) •Facilitate effective, efficient and a safe integrated Transport system in the Province •Facilitate effective regulation and law enforcement through directed multi-disciplinary operations •Provide overall management and administrative, strategic, financial and corporate services •Render functions of Accounting Officer for the Department in terms of PFMA and support the MEC in providing strategic leadership for the Department •Provide leadership, development and preparation of strategic plans in line with the vision and mission as well as ensure that the performance and operations of the Department are geared to achieve the strategic objectives of the Department •Direct the implementation of community-based programmes that lead to empowerment of communities and contractors through the implementation of IGULA •Facilitate the implementation of transport goals in the PDGP and PGDS.

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, tel. (033) 341 3383.

Note: This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MEC within three months of the date of appointment.

**BRANCH: STAKEHOLDER COORDINATION
 DEPUTY DIRECTOR-GENERAL**

Remuneration: R1 521 591.00 - R 1 714 074.00 per annum all-inclusive remuneration package (to be structured in accordance with the rules of Senior Management Services) | Centre: Pietermaritzburg (Level 15) | (Ref. 023000/05/20)

Requirements: •A relevant undergraduate qualification equivalent to NQF Level 7 and a relevant postgraduate qualification equivalent to NQF Level 8 as recognised by SAQA in Public Management/Administration or a relevant postgraduate qualification (NQF Level 8) as recognised by SAQA •8 to 10 years' relevant Senior Management experience, 3 years of which must have been within an organ of state as defined by the Constitution •Computer literacy • A valid, unendorsed driver's licence.

Knowledge and Skills (proven knowledge and understanding of): •The RSA Constitution •Bill of Rights •KZN Citizen's Charter •Criminal Procedure Act •Public Finance Management Act •Public Service Regulations •Service Delivery Model •Treasury Regulations •Monitoring and Evaluation Frameworks •PAIA •HIV/AIDS National Strategic Plan •Objectives of the Public service management framework •Human resource matters •Research method •Project management •Planning and organising •Reporting procedures •Meeting procedures •Training •Service delivery •Computer literacy •Facilitation skills •Well-developed research skills •Driving skills •Presentation skills •Report writing skills •Language proficiency •Conflict management •Analytical thinking •Inter-personal relations •Strategic capability •Self-disciplined and the ability to work well under pressure •Good investigative, research, analytical, conflict management and coordination skills •Ability to interpret policies.

Key Responsibilities: The successful candidate will be required to •Co-ordinate and facilitate a comprehensive, integrated Provincial response on HIV/AIDS •Promote stakeholder participation and development •Manage and co-ordinate the implementation of Provincial priority programmes •Render efficient and effective services to the Royal Family •Manage the resources of the Branch.

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, tel. (033) 341 3383.

CHIEF DIRECTOR: SECURITY SERVICES

Salary Level 14: R1 251 183.00 - R1 495 956.00 per annum (all inclusive remuneration package to be structured in accordance with the rules of Senior Management Service) | Centre: Pietermaritzburg | Ref No.: 026400/05/20

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Security Risk Management or any other equivalent relevant qualification •Minimum of 5 years Senior Management experience in the Security discipline •A valid driver's licence • Computer literacy •A senior degree in the above mentioned field will be an added advantage.

Knowledge and Skills: •Sound knowledge of the National Strategic Intelligence Act and the National Key Points Act •Working Knowledge of departmental policies and circulars •Knowledge of the Public Service Act and Regulations •Labour Relations Act •Security and Counter-Intelligent Act •Investigation methods and skills •Ability to work independently •The Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic Planning •Motivational skills •Human Resource Management capabilities •Strong leadership skills •Influencing skills.

Key Responsibilities: *The successful candidate will be required to:* •Ensure effective security risk management in the Province •Coordinate the Provincial Security Managers Forum •Coordinate and manage the vetting services within the provincial administration •Ensure the provision of effective physical security to the Office of the Premier •Participate in the Provincial Joint Operational and Intelligence Structure (ProvJoints) •Coordinate the Security Plan of the Province •Coordinate the Security capacity building programme •Monitor compliance with Minimum Information Security Standards (MISS) document in Provincial Administration •Manage the resource of the Chief Directorate.

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, tel. (033) 341 3383.

CHIEF DIRECTOR: PRIORITY PROGRAMMES

Salary Level 14: R1 251 183.00 - R1 495 956.00 per annum (all inclusive remuneration package to be structured in accordance with the rules of Senior Management Service) | Centre: Pietermaritzburg | Ref No.: 023200/05/20

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science or any other equivalent relevant qualification •5 years Senior Management relevant experience •Computer literacy •A valid driver's licence.

Knowledge and Skills: •Working Knowledge of departmental policies and circulars •Knowledge of the Public Service Act and Regulations •Labour Relations Act •Ability to work independently •The Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy Development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic planning •Motivational skills •Human Resource Management capabilities •Strong leadership skills •Influencing skills.

Key Responsibilities: *The successful candidate will be required to:* •Manage and coordinate the implementation of Provincial Priority Programmes •Coordinate and facilitate a comprehensive and Integrated Provincial Response on HIV and AIDS •Coordinate Social Cohesion and Community Partnership •Co-ordinate and monitor women empowerment, gender equality and children's Rights •Manage the Military Veterans Support Services •Manage the resources of the Chief Directorate.

Enquiries: Dr N.I. Ndlovu, tel. (033) 341 3483.

CHIEF DIRECTOR: PROVINCIAL PUBLIC SERVICE ACADEMY

Salary Level 14: R1 251 183.00 - R1 495 956.00 per annum (all inclusive remuneration package to be structured in accordance with the rules of Senior Management Service) | Centre: Pietermaritzburg | Ref No.: 026200/05/20

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management /Development or Public Administration/Management •A qualification in Industrial Psychology will be an advantage • 5 years Senior Management experience level • Computer literacy • A valid driver's licence.

Knowledge and Skills: •Sound knowledge of legislative framework governing Human Resource management/Development, including Skills Development and the SAQA Act •Education, training and development practices •Outcome Based Education and Training •Knowledge of assessment and moderation •Organisational learning and knowledge management •Organisational development and change management •Skills Development Amendment Act •NQF Framework Act •Working Knowledge of departmental policies and circulars •Knowledge of the Public Service Act and Regulations •Labour Relations Act •Ability to work independently •The Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic Planning •Motivational Skills •Human Resource Management capabilities •Strong leadership skills •Influencing skills.

Key Responsibilities: The successful candidate will be required to: •Manage the provision of leadership, management development, generic and transversal programmes aligned to provincial priorities •Manage research and the organisational development service •Provide leadership, strategic advice and support on Human Resource Development in the Provincial Administration and Province •Manage the development and maintenance of Human Resource Development Strategies and Policies •Manage the development and maintenance of strategic partnership with key Human Resource Development role players nationally and internationally •Work with the National School of Government regarding training programmes, with a focus on online/e-learning training interventions •Manage the resources of the Chief Directorate.

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, tel. (033) 341 3383.

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES | DIRECTORATE: SUPPLY CHAIN MANAGEMENT
 ASSISTANT DIRECTOR: DEMAND MANAGEMENT**

Salary Level 9: R376 596 - R443 601 per annum | Centre: Pietermaritzburg | Ref: 02256/05/20

Requirements: •An appropriate 3-year Bachelor's degree/National diploma in Supply Chain Management, Public Administration or Business Administration; a relevant post-graduate qualification will be an added advantage •A minimum of 3 to 5 years' experience in Supply Chain Management (demand, logistics, acquisition and contract management) of which 2 years must be in a Management Accounting environment •Computer literacy •A valid driver's licence.

Knowledge and Skills: •Knowledge of relevant legislative frameworks, PFMA, PPPFA, Treasury regulations and BBBEE •Possess the required skills •Computer, communication, interpersonal and analytical skills •Good communication skills (verbal and written) •Good organising and planning skills •Ability to work independently and under pressure towards meeting predetermined deadlines •Risk analysis and control •Project Management skills •Presentation skills.

Key Responsibilities: •The successful candidate will be required to manage the demand process effectively, including but not limited to-needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis as well as identifying methods of procurement, identifying Preferential Procurement Policy objectives and Specifications/Terms of Reference •Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance •Ensure timeous reporting on supply chain management information and performance •Provide advice to project managers in reporting on the performance of contracted service providers •Manage contract and quotation registers for all awarded contracts •Provide advice on extensions/expansions and variations of orders/contracts •Attend to queries related to contracted service providers and facilitate in resolving such queries •Perform any other duties within the Directorate •Establish filing systems •Manage administration of Central Suppliers Database •Ensure BBBEE Certificates are properly verified by SANAS accredited agencies •Ensure the validation of tax clearance certificates with CSD •Establish a culture of professionalism and inculcate good working ethics •Staff supervision, training and development.

Enquiries: Mr E.S.S. Ndlovu, tel. 033 341 4788.

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES | DIRECTORATE: MANAGEMENT ACCOUNTING
 ASSISTANT DIRECTOR: FINANCIAL PLANNING**

Salary Level 9: R376 596.00 - R443 601.00 per annum | Centre: Pietermaritzburg | Ref No.: 022051/05/20

Requirements: •An appropriate recognised Bachelor's degree/diploma in Financial Management or equivalent qualification coupled with a minimum of 3 to 5 years financial management experience of which 2 years must be in a Management Accounting environment •Advanced computer literacy •A valid driver's licence •Shortlisted candidates will be subjected to a competency test; a pass mark of 50% is required to attend the interview.

Knowledge and Skills: •Sound working knowledge of the Public Financial Management Act, Treasury Regulations, Treasury practice notes and the Public Sector Budget Process •Good communication skills (verbal and written) •Good organising and planning skills •Ability to work independently and under pressure towards meeting predetermined deadlines •Risk analysis and control •Project Management skills •Presentation skills.

Key Responsibilities: The successful candidate will be required to: •Assist the Deputy Director with the MTEF planning service to the department •Support the Deputy Director in providing financial input for the Departmental Strategic Planning Process •Support the Deputy Director in providing Budget reporting, monitoring and control render an advisory service to all Responsibility Managers on MTEF planning and strategic planning related matters •Provide training to the department on financial management matters •Assist the Deputy Director with completion of the annual report.

Enquiries: Mr H. Singh, tel. 033 341 3403.

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES | DIRECTORATE: MANAGEMENT ACCOUNTING
 STATE ACCOUNTANT: FINANCIAL REPORTING**

Salary Level 8: R316 791.00 - R373 167.00 per annum | Centre: Pietermaritzburg | Ref No.: 022051/-1/05/20

Requirements: •An appropriate recognised Bachelor's degree/National diploma in Financial Management or equivalent qualification coupled with a minimum of 2 years relevant experience in a Management Accounting environment in the public sector •Advanced computer literacy •A valid driver's licence •Shortlisted candidates will be subjected to competency test and a pass mark of 50% is required to attend the interview.

Knowledge and Skills: •Sound working knowledge of the Public Financial Management Act, Treasury Regulations, Treasury practice notes and Public Sector Budget Process •Good communication skills (verbal and written) •Good organising and planning skills •Ability to work independently and under pressure towards meeting predetermined deadlines •Risk analysis and control •Project Management skills •Presentation skills.

Key Responsibilities: *The successful candidate will be required to:* •Assist with the preparation of reports on budget, expenditure and revenue in terms of prescribed deadlines of the PFMA •Analysis and monitoring of expenditure and revenue trends, cash flow management trends and variances in accordance with the allocated budget •Maintenance of BAS in terms of the original budget, budget adjustments and the correction of budget, expenditure and revenue misallocations •Maintenance of the Financial Reporting System tools.

Enquiries: Mrs K. Atwaru, tel. 033 341 3474.

**CHIEF DIRECTORATE: STRATEGIC HUMAN RESOURCES | DIRECTORATE: PERSAL MANAGEMENT
 SENIOR PERSAL INFORMATION OFFICER: AUDIT AND INFORMATION**

Salary Level 8: R316 791.00 - R373 167.00 per annum | Centre: Pietermaritzburg | Ref No.: 026135/05/20

Requirements: •National Senior Certificate •3 to 5 years' experience in Human Resource Management •Successful completion of the Persal Introduction course and two other Persal related courses •A valid driver's licence.

Knowledge and Skills: •Extensive knowledge of the functionality and capabilities of the Persal system •Human Resource and Financial Acts and legislation •Knowledge of Impromptu, Vulindlela and File Transfer Protocol (FTP) •Advanced knowledge of Ms Excel, Ms Word, Ms Access and Ms PowerPoint •Extensive knowledge of the National Minimum Information Requirements (NMIR) •Ability to work independently •Communication skills (verbal and written) •Time management •Analytical thinking •Ability to interpret requirements into electronic information data specifications •Interpersonal relations •Team work •Flexibility •Accuracy •Planning and organising •Maintaining confidentiality and must be able to work well under pressure.

Key Responsibilities: *The successful candidate will be required to:* •Audit the integrity of data stored on Persal •Provide Persal information and statistics to Provincial departments and external stakeholders •Meet with departmental representatives to discuss Persal audits and statistics •Provide support with regards to the extraction of reports and information from Persal •Maintain and update the Persal Support Administration System (PSAS).

Enquiries: Mr C.M. Slaughter, tel. 082 887 3706.

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES | DIRECTORATE: SUPPLY CHAIN MANAGEMENT
 SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS (2 POSTS)**

Salary Level 7: R257 508 - R303 339 per annum | Centre: Pietermaritzburg | Ref No.:022056-01/08/19

Requirements: •A Bachelor's degree/National diploma preferably in the area of Supply Chain Management, Finance, Public Administration or Public Management •2 to 3 years' experience in a Supply Chain Management environment •Computer literate in Microsoft Excel, Word and PowerPoint as well as the Basic Accounting System (BAS) •Shortlisted candidates will be subjected to competency test and a pass mark of 50% is required to attend the interview •A valid driver's licence.

Knowledge and Skills (extensive knowledge and understanding of): •Procurement Procedures and Supply Chain Management •The Public Finance Management Act, 1999 as amended •The Preferential Procurement Policy Framework Act, 2000 •The Preferential Procurement Regulation, 2017 •The Broad Based Black Economic Empowerment Act, 2003 •The National SCM Regulatory Framework •The KwaZulu-Natal Supply Chain Management Policy Framework •Relevant Practice Notes •The Public Service Act •Public Service Regulations •Public Sector reporting procedures •The ideal candidate must demonstrate the ability to communicate ideas and issues to a variety of audience and be tactful in an influential manner, verbally and in writing •He/She must have effective planning and organisation skills and be able to work under pressure, be time driven and willing to work long hours •The candidate must have research and analytical skills •He/She must have strong decision making and problem solving skills •The ideal candidate must be an innovative thinker who is proactive •The candidate must possess supervisory skills •The ability to work independently and in a team environment •Facilitation and presentation skills •Honesty and integrity, assertiveness, balanced with diplomacy and commitment are essential qualities.

Key Responsibilities: *The successful candidate will be required to:* •Process requisition request for acquisition through quotations or the bidding process •Check the contract register to establish if items can be purchased on contract •Check accuracy of specifications for goods and services required •Conduct evaluation of quotations •Provide secretarial functions to Bid committees •Provide all logistical and administration functions for the Bid process •Perform financial functions relating to acquisition processes •Render support to the Assistant Director: Acquisition Management •Preparation and submission of reports to Management as and when required on Acquisition Management •Ensure implementation of SCM Policy and Standard Operating Procedures •Provide inputs to audit queries •Implement and ensure compliance to all legislative mandates •Facilitate effective and efficient communication between the unit and all stakeholders •Ensure effective utilisation of human and other resources.

Enquiries: Mr E.S.S. Ndlovu, tel. 033 341 4788.

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES | DIRECTORATE: SUPPLY CHAIN MANAGEMENT
 SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACTS MANAGEMENT**

Salary Level 7: R257 508.00 - R303 339.00 per annum | Centre: Pietermaritzburg | Ref No.: 022057/08/19

Requirements: •A Bachelor's degree/National diploma in Law, Supply Chain Management/Finance and Public Administration coupled with 2 to 3 years' experience in a Supply Chain Management environment •Computer literacy •A valid driver's licence •Shortlisted candidates will be subjected to a competency test and a pass mark of 50% is required to attend the interview.

Knowledge and Skills: *Extensive knowledge and understanding of:* •Contract Management Framework and its processes •Procurement Procedures and Supply Chain Management •The Public Finance Management Act, 1999 as amended •The Preferential Procurement Policy Framework Act, 2000 •The Preferential Procurement Regulation, 2017 •The Broad Based Black Economic Empowerment Act, 2003 •The National SCM Regulatory Framework •The KwaZulu-Natal Supply Chain Management Policy Framework •Relevant Practice Notes •The Public Service Act •Public Service Regulations •Public Sector reporting procedures •Good organisational and planning skills •Time management •Working knowledge of Microsoft Excel, Microsoft Word, Microsoft PowerPoint and the Basic Accounting System (BAS) •Communication Skills •The ideal candidate must demonstrate the ability to communicate ideas and issues to a variety of audience and tactful influential manner, verbally and in writing •He/She must have effective planning and organisation skills, be able to work under pressure, be time driven and willing to work long hours •The candidate must have research and analytical skills •He/She must have strong decision making and problem solving skills •The ideal candidate must be an innovative thinker who is proactive •The candidate must possess supervisory skills •The ability to work independently and in a team environment •Facilitation and presentation skills •Honesty and integrity, assertiveness, balanced with diplomacy and commitment are essential qualities.

Key Responsibilities: *The successful candidate will be required to:* •Facilitate the drafting and signing of contracts •Make sure that contracts are signed by all parties involved •Maintain the central repository of contracts •Ensure the capturing and updating of contracts in the departments contract register •Ensure that all contractual risks are managed and reported •Ensure value-for-money spending against all contracts •Manage and coordinate financial and legal reviews of contracts •Facilitate and coordinate closeout reports from end-users •Manage contract dashboards for the entire Department •Provide advice to demand and acquisition management on goods and services that are on contract •Liaise with legal services on all contract management related matters •Compile and provide interim and annual financial statements information on contract management •Perform Suppliers Database Functions in the acquisition process •Ensure that orders are issued on time •Ensure that orders are captured and authorised on the Basic Accounting System (BAS) •Receive and register goods and services received in the receipt register •Receive invoices from service providers •Verify vendor performance •Reconcile batch requisitions, orders and delivery notes/invoices/statements and replenishment of stock where necessary •Ensure implementation of SCM Policy, Contract Management Framework and Standard Operating Procedures •Provide inputs to audit queries •Implement and ensure compliance to all legislative mandates •Facilitate effective and efficient communication between the unit and all stakeholders •Ensure effective utilisation of human and other resources.

Enquiries: Mr E.S.S. Ndlovu, tel. 033 341 4788.

NB: All shortlisted candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. The recommended candidate will be required to produce the SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.

Directions to applicants: Applications must be submitted on a prescribed Z83 application form, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, RSA ID document and valid unendorsed driver's licence, proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of such applications. No late applications will be accepted. **Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.** If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The Provincial Government reserves the right not to make an appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

Applications must be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Director: Human Resource Support, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Mr Q.M. Jamile or emailed to: recruitment@kznpremier.gov.za

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity in terms of race, gender and disability. Suitably qualified female candidates and candidates with disabilities will therefore be given preference.

CLOSING DATE: 12 JUNE 2020

