

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 07 February 2025
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

MANAGEMENT ECHELON

- POST 02/110** : **DIRECTOR: SAFETY RESEARCH AND INFORMATION MANAGEMENT REF NO: CSL01/2025**
- SALARY** : R1 216 824 per annum is payable to the successful, (an all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year degree (NQF level 7) or higher in Human Sciences / Police Science or relevant equivalent qualification, together with a minimum of 5 years appropriate experience at a middle/senior managerial level in Safety Research and Information Management environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act, 1995, National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Domestic Violence Act, 1998, Criminal Procedure Act, 1977, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Civilian Secretariat for Police Service Act, 2011, Communication skills, Project management skills in crime prevention, Report writing skills, Financial Management skills, Research skills, Analytical skills, Statistical analysis skills.
- DUTIES** : The successful candidate will be required to manage the provision of research, information analysis and conceptualization services to the Provincial Secretariat. Manage the review of police practices, methodologies, performance and make recommendations in respect thereof. Direct research into the policing needs of the province and make recommendations. Manage the conceptualization and analysis of information. Develop, evaluate and review community safety models, initiatives and monitoring tools. Ensure efficient and effective management of resources for the Directorate.
- ENQUIRIES** : Ms. G.P Xaba Makhetha Tel No: (033) 341 9300

OTHER POSTS

- POST 02/111** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF NO: CSL02/2025**
- SALARY** : R552 081 per annum (Level 10)

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| <u>CENTRE</u> | : | King Cetshwayo |
| <u>REQUIREMENTS</u> | : | The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills. |
| <u>DUTIES</u> | : | The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities. |
| <u>ENQUIRIES</u> | : | King Cetshwayo district - Mr. N.M Nyawo Tel No: (035) 580 1119 |
| <u>POST 02/112</u> | : | <u>ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL03/2025</u> |
| <u>SALARY</u> | : | R552 081 per annum (Level 10) |
| <u>CENTRE</u> | : | uMzinyathi |
| <u>REQUIREMENTS</u> | : | A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills. |
| <u>DUTIES</u> | : | To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. |
| <u>ENQUIRIES</u> | : | uGu district – Ms. P.S Nkonyeni Tel No: (039) 688 1460 uMzinyathi district – Ms. D.J.L Mkhize Tel No: (034) 299 7100 |
| <u>POST 02/113</u> | : | <u>SKILLS DEVELOPMENT FACILITATOR REF NO: CSL04/2025</u> |
| <u>SALARY</u> | : | R444 036 per annum (Level 09) |
| <u>CENTRE</u> | : | Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | A Degree or National Diploma (NQF level 6) or Human Resource Management or Human Resource Development or relevant equivalent qualification with a minimum of 3 years supervisory experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of: - The Public Service Act and Regulations, HRD Strategy, Skills Development Act and other training related legislations, Provincial Growth and Development Strategy, PFMA, HR Systems including "Persal", Project Management, Communication skills, Report writing skills, Presentation skills, Facilitation skills. |
| <u>DUTIES</u> | : | The successful candidate will be required to coordinate the implementation of HRD Strategy and Policies develop. Develop and monitor the implementation of Workplace Skills Plan Implement training and development policies and programmes for the Department. Coordinate the implementation of EPMDs. Facilitate and conduct in-house seminars. Maintain the Human Resource Development database. |
| <u>ENQUIRIES</u> | : | Ms. F.N Mtetwa Tel No: (033) 341 9341 |
| <u>POST 02/114</u> | : | <u>WORK STUDY ANALYST: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: CSL05/2025</u> |
| <u>SALARY</u> | : | R376 413 per annum (Level 08) |
| <u>CENTRE</u> | : | Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | A 3-year National Diploma (NQF level 6) or higher in Production Management or Operations Management or Public Administration together with a minimum of one-year appropriate experience. A valid driver's license. Knowledge of Job evaluation processes, Evaluate system, Compilation of job descriptions, Knowledge of the department, Knowledge of relevant legislation, policies and procedures, General office administration/ practices, Norms and standards, Cost benefit analysis, HR Practices, Relevant legislations and policies, General office administration practices, Work study principles and techniques, Business process re-engineering, Performance |

management, Organisational design principles. Analytical skills, organising skills, Computer literacy skills, Presentation skills, Communication skills, interviewing skills, Report writing skills, planning skills, Problem solving skills, Project management skills, and change management skills.

DUTIES : To render organisational development and job evaluation services. Develop and maintain the department organogram. Implement operations management in the department. Provide advice on organisational design and job evaluation. Evaluate jobs in the Department /Province. Develop and provide advice on job descriptions.

ENQUIRIES : Ms. S.M Singh Tel No: (033) 341 9336

POST 02/115 : **ADMINISTRATION OFFICER: ACQUISITION AND DEMAND MANAGEMENT REF NO: CSL06/2025**

SALARY : R308 154 per annum (Level 07)

CENTRE : Pietermaritzburg

REQUIREMENTS : A 3-year National Diploma (NQF level 6) or higher in Finance or Supply Chain Management together with a minimum of three-year experience in Supply Chain Management or Finance. A valid driver's licence. Knowledge of Asset Management Framework, Treasury Regulations, Provincial SCM Practice Notes, Supply Chain Management System, Public Finance Management Act, Hardcat. Skills in planning, team development, decision making, Problem solving, Report writing & general writing skills, Intermediate Financial management, Management skills, Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information. Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply.

DUTIES : To provide asset and logistics services. Administer the procurement of goods and services. Ensure compliance with SCM and PFMA. Administer all bids/ tender processes and contract management. Ensure the effective and efficient utilization of resources.

ENQUIRIES : Mr. A David Tel No: (033) 341 9325

DEPARTMENT OF HEALTH

OTHER POSTS

POST 02/116 : **MEDICAL SPECIALIST- (OPHTHALMOLOGY) (GRADE 1,2, 3) REF NO: GS 1/25**
Component: Ophthalmology

SALARY : Grade 1: R1 271 901 per annum

Grade 2: R1 451 214 per annum

Grade 3: R1 680 780 per annum

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex

REQUIREMENTS : **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Senior Certificate MBChB or equivalent qualification in the Health Science Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology, which must include FC Ophth (SA) and MMED completion and adequate time in an Ophthalmology registrar program. Applicants awaiting registration with the HPCSA as a specialist Ophthalmologist can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice Certificate of registration as a Specialist Ophthalmologist and for Independent Practice on commencing employment in the post Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of Ophthalmology Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES : Participate in the delivery of in-patient and out-patient Ophthalmology service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring Ophthalmology Inter-disciplinary coordination of the management of Ophthalmology patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate Ophthalmology trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the

Ophthalmology service in accordance with the Hospital and Department policies; Provide appropriate surgical care to Ophthalmology patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising Ophthalmology staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of Ophthalmology staff; allocating Ophthalmology personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide Ophthalmology outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the Ophthalmology Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Unit or surgery HCD.

- ENQUIRIES** : Dr R Sathiram Tel No: (033) 897 3379
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/Khazimula.goba@kznhealth.gov.za
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 31 January 2025
- POST 02/117** : **MEDICAL SPECIALIST- (PLASTIC SURGERY) (GRADE 1,2, 3) REF NO: GS 2/25**
Component: Plastic Surgery
Re-advertisement
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
- REQUIREMENTS** : **Grade 1:** Not applicable; **Registration with the HPCSA as a Medical Specialist** **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Senior Certificate MBChB or equivalent qualification in the Health Science Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Plastic Surgery, which must include an FC Plast Surg (SA) and MMED completion and adequate time in a plastic surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist plastic surgeon can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice Certificate of registration as a Specialist Plastic Surgeon and for Independent Practice on commencing employment in the post Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
- DUTIES** : Participate in the delivery of in-patient and out-patient plastic surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring plastic surgery Inter-disciplinary coordination of the management of plastic surgery patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate plastic surgery trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the plastic surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to plastic surgery patients; Maintain the effective and efficient utilisation of human resources in respect of overseeing and supervising plastic surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of plastic surgery staff; allocating plastic surgery personnel to respective wards and call roster Provide measures and guidance on quality

assurance to comply with set quality standards; Incumbent to provide plastic surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the plastic surgery Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Unit.

ENQUIRIES : Dr M Makakole Tel No: (033) 897 3379
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/
Khazimula.goba@kznhealth.gov.za.
FOR ATTENTION : Mrs M Chandulal
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
CLOSING DATE : 31 January 2025
POST 02/118 : **ASSISTANT MANAGER NURSING (SPECIALTY) (NIGHT DUTY) REF NO. UMG 07/2024**
Re-advert

SALARY R715 977 per annum. Other Benefits: (medical aid optional), housing Allowance (applicant must meet prescribed requirements)

CENTRE Umgeni Specialized Psychiatric Hospital: Howick
REQUIREMENTS : senior certificate/Grade 12 or equivalent. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification in advanced psychiatry nursing. A minimum of nine years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognizable experience after obtaining one year post basic qualification in advanced Psychiatry nursing. Current SANC receipt. Only shortlisted candidates/applicants will submit proof of previous and current experience endorsed and stamped by employer must be attached Recommendations Degree/diploma in Nursing Management will be an advantage. Computer certificate. Knowledge and Skills: Knowledge of Nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service policies, Mental Health Acts and regulations. Sound management, negotiation, interpersonal relations, disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Sound knowledge of psychiatric patient treatment. Appropriate understanding of nursing scope of practice and nursing standards. Good supervisory skills.

DUTIES : Provide guidance and leadership towards the realization of the institutional strategic and operational goals. Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Coordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provincial and District Quality Improvement initiatives at hospital level. Participate in formulation of policies, procedures and implementation thereof. Assist in achievement of Ideal hospital and six priority areas within the hospital. Control provision of nursing care in the area of supervision through allocation and supervision of human and financial resources. Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health and safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff within the zone/area. Deal with grievance and labour relation issues in terms of laid down policies, procedures i.e. manage work place discipline. Monitor the implementation of the employee's performance and development system and deal with identified developmental needs. Ensure security and safety of Mental Health Care users.

ENQUIRIES : Mrs ST Chule Tel No: (033) 330 6146, ext. 113
APPLICATIONS : Applications can be emailed to Siphesihle.moshoeshoe@kznhealth.gov.za Applications quoting the relevant reference UMG 02/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290.

FOR ATTENTION : Mrs ST Chule
NOTE : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service

that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.

- CLOSING DATE** : 31 January 2025
- POST 02/119** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: UMG 06/2024**
Re-advert
- SALARY** : R656 964 - R748 683 per annum. Other Benefits: (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
- CENTRE** : Umgeni Specialized Psychiatric Hospital: Howick
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification in advanced psychiatry nursing. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven years of the period referred to the above must be appropriate/recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing. Current SANC receipt. Only shortlisted candidates/applicants will submit proof of previous and current experience endorsed and stamped by employer. Recommendations: Computer certificate Knowledge and Skills: Good communication, leadership, interpersonal skills. Conflict management and knowledge of labour relations and disciplinary process/procedures. Human Resources and financial management skills. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, Infection Control, risk assessment and Mental Health Care Act, team building and supervisory skills. Appropriate understanding of nursing scope of practice and South African Nursing Council nursing standards.
- DUTIES** : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel by analyzing their needs, formulating and implementing the training and development strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the institution.
- ENQUIRIES** : Mrs. ST Chule Tel No: (033) 330 6146, ext. 113
- APPLICATIONS** : Applications can be emailed to Siphesihle.moshoeshoe@kznhealth.gov.za Applications quoting the relevant reference UMG 06/2024 Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290.
- FOR ATTENTION** : Mrs ST Chule
- NOTE** : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.
- CLOSING DATE** : 31 January 2025
- POST 02/120** : **PROFESSIONAL NURSE SPECIALTY (THEATRE): GRADE 1/2 REF NO: HRM 01/2025(X2 POSTS)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
- CENTRE** : Victoria Mxenge Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable, registration

experience as a General Nurse, Current registration with SANC. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.

DUTIES

: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping and support staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

ENQUIRIES

: Mrs. N. Ngcobo Tel No: (031) 360 3031

APPLICATIONS

: Hand Delivered applications should be posted into The Red Box, next to the ATM in the Admin. Building. Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za

FOR ATTENTION

: Mrs. N.J Garib (HR Department)

NOTE

: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no Payment of S&T claims.

CLOSING DATE

: 31 January 2025

POST 02/121

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 01/2025 (X1 POST)**

Component: Theatre
Re-advertisement

SALARY

: Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE

: Prince Mshiyeni Memorial Hospital

REQUIREMENTS

: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a "Professional Nurse" with Midwifery A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2025) Experience **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and

research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES
APPLICATIONS

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060 Applications may also be emailed to: Mxolisi.Mlambo@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

FOR ATTENTION
NOTE

: Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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.)

CLOSING DATE

: 31 January 2024

POST 02/122

: **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 01/2025 (X2 POSTS)**

SALARY

: Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
Other Benefits: 8% of basic salary inhospitable area allowance, 13th cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

: Nseleni Community Health Centre (Nhlabane Clinic and Ocilwane Clinic)
: Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One (1) year Post basic qualification in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC as a General Nurse. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with SANC as a General Nurse, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year Post basic qualification in Primary Health Care. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing

care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Supervisory, organising, decision making, problem solving skills. Knowledge of TB control, Maternal, IMCI and HIV/AIDS and ARV management, Computer skills in basic programmes like SYNCH, Tier.Net etc.

DUTIES

: Supervise the unit and ensure implementation of services. Provide quality comprehensive Community Health Care through promoting preventative, curative and rehabilitative services for clients and community. Management of good quality and accurate data for evaluation and future planning. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilisation and safekeeping of basic medical equipment. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organisation. Implement the Ideal Clinic Realisation and Management and Norms and Standards implementation. Implement key programmes like Women and Reproductive health, Non-Communicable diseases, trauma and emergency.

ENQUIRIES

: Mr JM Sikhakhane Tel No: (035) 795 1027/ 035 795 1468

APPLICATIONS

: All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00) "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any 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."

FOR ATTENTION

: The Assistant Director: HRM

NOTE

: Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website –www.kznhealth.gov.za Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent fully completed Z83 and a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates on/before the date of interviews. The Reference Number must be indicated in 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 appointment is subject to positive outcome 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 foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged, However correspondence will be limited to shortlisted candidates. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply

CLOSING DATE

: 31 January 2025

POST 02/123

: **CLINICAL NURSE PRACTITIONER REF NO: UMKH 01/2025 (X1 POST)**

Component: HIV AIDS – High Transmission Area
Re-advertisement

SALARY

: R451 533 per annum. Plus other benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee Must Meet Prescribed Requirements) Rural Allowance (On Claim Basis)

CENTRE

: Umkhanyakude Health District Office

REQUIREMENTS

: **Grade 1:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years

of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competences Required: Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter. Interpersonal skills including public relations, conflict handling and counseling Good insight of procedures and policies pertaining to nursing care. Personal attributes: responsiveness, professionalism, supportive and assertive. Good communication, report writing, decision making and problem solving skills.

DUTIES

: Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Administrative services such as providing accurate statistics for evaluation and future planning Distribute male and female condoms. Provide HIV counseling and testing. Management of Sexual and Transmitted Infection and screening for Tuberculosis services. Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Implement standards, practices, criteria and the indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Ensure provision of basic needs of patients and a safe and therapeutic environment. Maintain constructive working relationship with Nursing and other stakeholders. Keep good valid record on all client intervention. Ensuring proper utilization of all resources efficiently and effectively.

ENQUIRIES

: Ms. TM Dlamini Tel No: (035) 572 1327

APPLICATIONS

: Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews Applications to be forwarded to: The Manager District Health Office, Umkhanyakude Health District Office, P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC

FOR ATTENTION

: Mr. B.K Mpupa: Assistant Director: HRM

NOTE

: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 31 January 2025

POST 02/124

: **CLINICAL NURSE PRACTITIONER**

SALARY

: Grade 1: R451 533 - R530 376 per annum, Plus 8%rural allowance
Grade 2: R533 545 - R686 211 per annum, Plus 8%rural allowance
Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements

CENTRE

: Nkandla Hospital: (Ndabaningi Clinic Ref No: Nkah 15/2024)
Nkandla Hospital: (Chwezi Clinic Ref No: Nkah 16/2024)
Nkandla Hospital: (Mpandleni Clinic Ref No: Nkah 17/2024)

REQUIREMENTS

: Senior certificate (Grade 12), Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery, A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care, Current SANC receipt (2022), **Grade 1:** A minimum of four (04) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Excellent communication skills, human relations and ability to teach and train staff within a team, Ability to work and maintain meaningful relationship within a diverse community, Knowledge of health and public service legislation, regulations and policies, Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care, Basic computer literacy to enhance service delivery, Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery, Knowledge of labour relations and disciplinary procedures, Basic

understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

DUTIES : Provide Comprehensive Primary Health Care services to all learners in their catchment population, attend to assessment and immunization campaign required by the Department of Health, Treat, and screen, educate and refer the learners accordingly, Attend to programmes and monthly statistics, Responsible for smooth running of the programmes in the schools

ENQUIRIES : Mrs. BW Motloug Tel No: (035) 833 5000, Ext. 5080

APPLICATIONS : All applications should be forwarded to: Email: Sibongiseni.dlamini@kznhealth.gov.za OR Hand delivered to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION : Human Resource Manager

NOTE : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 31 January 2025

POST 02/125 : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: RVHSI 29/2025 (X1 POST)**

SALARY : Grade 1: R307 473 – R362 187 per annum
Grade 2: R375 480 – R442 296 per annum
Grade 3: R451 533 – R578 826 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Rietvlei Hospital (Sihleza Clinic)
REQUIREMENTS : Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience, **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by Human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.

DUTIES : Provide comprehensive quality nursing care in a cost effective and efficient manner within the professional legal framework and standards, Conduct pre-natal screening and safer conception to all woman of child bearing age, Provide counselling services, HTS,ART and prep initiation to all eligible clients, Promote and perform cervical cancer screening NICD, STI and manage as per guidelines and protocols, Identify risks to the life of a pregnancy women, manage and refer accordingly, Display concern of patients and advocate timeously including willingness to report to patient's rights and their expectations {Batho Pele},Provide family planning safe, Ensure proper utilization and safe keeping of basic equipment, Provide long acting reversible contraceptives and the management complications thereof, Refer clients to multidisciplinary team e.g Social Worker professional counsellor and medical officer and next level of care, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management.

ENQUIRIES : Ms N Ntuzela at 064 754 9310

APPLICATIONS : Should be forwarded: To Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or Email to: lubanziberry23@gmail.com Or Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.

FOR ATTENTION : Assistant Director: HRM

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, (certified documents will be limited to shortlisted candidates). 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 31 January 2025
- POST 02/126** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 02/2025 (X7 POSTS)**
Component: Admission, Antenatal & Labour Ward
- SALARY** : Grade 1: R307 473 – R362 187 per annum
Grade 2: R375 480 – R442 296 per annum
Grade 3: R451 533 – R578 826 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2025). Experience **Grade 1**: None. Experience **Grade 2**: a minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3**: a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.
- DUITES** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
: To be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Applications may also be emailed to: **Mxolisi.Mlambo@kznhealth.gov.za** quoting reference number only in the subject line. Emailed applications should please be sent as one attachment. Private Bag X07, Mobeni, 4060.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 24/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race

groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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.)

CLOSING DATE : 31 January 2025

POST 02/127 : **LAUNDRY MANAGER REF NO: NDH 02/2025 (X1 POST)**

SALARY : R255 450 – R300 912 per annum. Other Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), (Medical Aid Optional).

CENTRE : Northdale Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification. A minimum of 1 to 2 years clerical/Administration experience. Recommendations: a valid driver's license code 8/10. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Knowledge of the functions and regulations applicable to the laundry/linen management, applicable public service policies, legislations and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervision. Have good telephone etiquette and people skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability and ability to priorities issues and other work related matters. Be able to work independently and adhere to time frames. Be computer literate with proficiency in MS word, Excel/outlook and PowerPoint applications. Be willing to work extra hours.

DUTIES : Control the activities within each specific functional areas of the laundry department in order to ensure that services are done effectively and efficiently. Manage laundry and linen operational processes. Manage and operate machine machinery and equipment, supervise personnel, HR and general administration. Manage maintenance of equipment, monitor quality control, dispatch, health and safety, work in soiled and clean areas of laundry department. Compile policies and procedures for linen room/laundry management in a health facility. Apply correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting and storage of linen and maintain hygiene. Perform management duties for manual labour for long hours including weekends, public holidays and perform relief duties within the laundry/linen management. Maintain adequate, appropriately trained staff with regards to laundry procedures, equipment operation procedures, repair or marking of linen and clothing, cleanliness and infection control and safe use of equipment.

ENQUIRES APPLICATIONS : Mr W.L Malevu Tel No: (033) 387 9000

: Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).

FOR ATTENTION CLOSING DATE : Mrs NR Madlala

: 31 January 2025

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : 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 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 CLOSING DATE NOTE : Mrs ZJ Hlongwane

: 07 February 2025

: Directions To Candidates: Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. 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 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. 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 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (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 Centers (DOACS) at www.kznonline.gov.za/kznjobs." 1.4 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 02/128** : **REGIONAL DIRECTOR: NORTH COAST REGION REF NO: RD/NCR/012025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : North Coast Region - Ulundi
Grade 12 plus a Bachelor's Degree or Advanced Diploma equivalent to NQF Level 7 in Developmental Studies / Public Management/Administration /Community Development/Built Environment plus a minimum of five (5) years relevant middle/ senior managerial experience. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage and facilitate the implementation of infrastructure programmes, expanded public works programme, construction safety and immovable asset management services. Manage district services. Manage construction project management services. Manage the provision of professional services. Ensure the development and implementation of policies. Manage the resources of the Region. Skills, Knowledge& Competencies: Knowledge of relevant prescripts Strategic capacity and leadership. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRES NOTE** : Dr V Govender – Acting Head: Public Works Tel No: (033) 355 5533
NB: 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.
- POST 02/129** : **REGIONAL DIRECTOR: SOUTHERN REGION REF NO: RD/SR/02/01/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Southern Region - Pietermaritzburg
Grade 12 plus a Bachelor's Degree or Advanced Diploma equivalent to NQF Level 7 in Developmental Studies / Public Management/Administration /Community Development/Built Environment plus a minimum of five (5) years relevant middle/ senior managerial experience. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage and facilitate the implementation of infrastructure programmes, expanded public works programme, construction safety and immovable asset management services. Manage district services. Manage construction project management services. Manage the provision of professional services. Ensure the development and implementation of policies. Manage the resources of the Region. Skills, Knowledge& Competencies: Knowledge of relevant prescripts Strategic capacity and leadership. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRES NOTE** : Dr V Govender – Acting Head: Public Works Tel No: (033) 355 5533
NB: 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.

DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, 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** : 31 January 2025 (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.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. 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 must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or emailed 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 applicants 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. 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. 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.

OTHER POSTS

- POST 02/130** : **DEPUTY DIRECTOR: VETTING REF NO: DOT 01/2025 (X1 POST)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus a three (3) year National Diploma (at NQF 6 with 360 credits as recognised by SAQA) or B. Degree in Social Sciences, Security Risk Management, BA (psychology, criminology, sociology, Political Science, Social Work, Criminology & Forensic Studies, Politics and Economy) (at NQF Level 6 or higher); plus

Certificates in Security Vetting/ Vetting Investigation (SSA/SAPS/SANDF) Security Management/ Advisor Course (SSA/SAPS/SANDF) and Policy Development, will be an added advantage; plus A minimum of Three (3) years experience as Senior Vetting Officer at ASD level or equivalent; plus A minimum of Five (5) years working experience in security and or vetting investigation environment; plus Qualifying candidates will be required to undergo a Top-Secret Clearance; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Minimum Information Security Standards (MISS), and National Vetting Strategy. Knowledge of relevant legislation: Constitution of the Republic of South Africa, National Strategic Intelligence Act, Promotion of the Administration of Justice Act, Protection of State Information Act, Protection of Personal Information Act, Cybercrimes Act, Protection of Critical Infrastructure Act and DPSA ICT Security Directives. Knowledge of policy development and implementation, including risk mitigation plans. Knowledge of security screening procedure and administration thereof. Knowledge of contract management. Strong qualitative and quantitative research and analytical skills. Report writing and presentation skills. Computer literacy. Planning, organising and execution skills; communication and presentation skills; decision-making skills. Problem solving and ability to manage conflict skills. Creativity, Self-management, Programme and Project management skills. Team leadership, Delegation and development of others' skills. Financial management skills. Customer focus and responsiveness skills. Insight, listening and language proficiency skills. The ideal candidate should be ethical, professional, diplomatic, approachable, an innovative thinker, receptive to suggestions and ideas and must display an understanding of ICT Security and national security matters.

DUTIES

: Manage the execution of fieldwork vetting investigations: Conduct vetting fieldwork. Establish and develop systems and processes in line with the relevant prescripts of personnel security; provide and manage security vetting capacity in line with the National Vetting Strategy, manage and coordinate the execution of security vetting practices in consultation with the SSA and manage supportive administrative systems, channels and infrastructure to comply with vetting requirements. Develop, manage and implement policies, guidelines, norms and standards in vetting investigations and administration: Develop departmental vetting policies and guidelines as set by the SSA and the department in line with the legislative requirements. Ensure implementation, review and maintenance of policies and procedures. Identify risks and implement the risk mitigation plans. Co-ordinate and prioritize files for vetting and monitor the existing vetting files within the department. Establish and manage the security screening process of personnel and service providers as part of departmental procurement processes. Submit reports to management and SSA on all vetting files and reports completed on a regular basis. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Identify and manage the screening of personnel of high-risk personnel. Manage resources, projects and files within the Vetting Fieldwork Unit (VFU): Participate in project and task team dealing with a variety of subject areas. Conduct vetting and security related research and development. Implement and manage the vetting fieldwork process within the department, including the management of files and reports by ensuring quality control, effective workflow and supervision of Vetting Officers and Vetting Administrators. Report to management and stakeholders on the Vetting Fieldwork Unit's performance and operations. Develop the vetting awareness programme and conduct vetting awareness training. Identify skills development needs and provide training and development opportunities for Vetting Officers and Vetting Administrators. Provide advise and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental employee performance management and development system within the sub-directorate.

ENQUIRIES APPLICATIONS

: Ms N Dladla Tel No: (033) 355 8972
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE

: Mr C McDougall
 : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

POST 02/131

: **DEPUTY DIRECTOR: ACQUISITION REF NO: DOT 02/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive remuneration package)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in Financial Management/ Accounting (NQF Level 7 or higher); plus A minimum of 3 years' junior management experience in a Finance/ SCM/ Asset Management environment; plus A valid driver's license (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations. Knowledge of SCM Practice Notes. Basic knowledge of Accounting System. Knowledge of Expenditure Control and Financial Mentoring. Knowledge of Public Finance Management Act. Knowledge of Public Service Regulations. Knowledge of Project Management Principles. Knowledge of National and Provincial Practice Notes. Knowledge of Labour Relations Act. Knowledge of Performance and

Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Occupational Health and Safety Act. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Knowledge of National Development Plan. Knowledge of Skills Development Act. Knowledge of Provincial Growth and Development Plan. Financial Management Skills. Project Management skills. Project and Strategic Planning skills. Report Writing skills. Organisational skills. Facilitation skills. Decision making and Analytical skills. Problem solving and Time Management skills. Leadership skills. Communication skills. Driving skills. Ability to work in a team. Ability to work under pressure. The ideal candidate should be proactive, innovative, reliable, honest, committed, Professional and Punctual, and also be able to manage time and should have integrity.

DUTIES : Manage the functional operation of acquisition/ procurement management. Manage the sourcing of bids. Manage the compilation of the list of prospective providers. Develop policies and strategies aimed at improving service delivery. Manage resources of sub-directorate.

ENQUIRIES : Ms PN Mshengu Tel No: (033) 355 8730
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

POST 02/132 : **DEPUTY DIRECTOR: REGIONAL ROAD SAFETY (X2 POSTS)**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Durban Region: Regional Office, Durban Ref No: DOT 03/2025 (X1 Post)
 Ladysmith Region: Regional Office, Ladysmith Ref No: DOT 04/2025 (X1 Post)

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in a Social Sciences, Communication or Education field (NQF Level 6 or higher), plus 3-5 years' junior/middle management experience in a road safety programme implementation environment; plus A valid driver's licence (minimum Code B); plus Proficiency in IsiZulu and English). Knowledge, Skills and Competencies Required: Job Knowledge. Knowledge of Traffic Safety Management and Project Management. Knowledge of Road Safety Strategies and Best Practices in the field of Road Safety. Knowledge of the National Road Traffic Act and Regulations. Knowledge of Road Safety Key Priorities. Knowledge of Road Safety Programs and Projects. Knowledge of Data Analysis. Knowledge of Program Development. Knowledge of Public Finance Management Act. Knowledge of Community Development. Facilitation knowledge. Knowledge of Public Service Regulations. Knowledge of Capacity Development and Empowerment. Knowledge of Road Safety Standards. Analytical and innovative thinking skills. Report writing and formulation skills. Ability to work independently. Excellent communication skills, both verbal and written. Presentation skills. Computer skills. Community support and development skills. Organizing skills for arranging workshops and meetings. Policy and strategy development skills. Skills in the management of financial resources. The ideal candidate should be conscientious, committed to community development and innovative. He/she should also have the ability to communicate with people at all levels, be receptive to new ideas and have good people management skills.

DUTIES : Manage provision of road safety education. Plan and co-ordinate road safety projects. Develop policies and strategies aimed at improving service delivery. Manage resources of the Road Safety component.

ENQUIRIES : Ms SA Afrika (Durban) Tel No: (031) 700 2222
 Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling these positions. A NQF 6 occupational certificate: Road Traffic Safety Officer would be an added advantage.

POST 02/133 : **CHIEF PROVINCIAL INSPECTOR (X2 POSTS)**

Kindly note that the post for Traffic Training College is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R552 081 per annum (Level 10)
CENTRE : Road Traffic Inspectorate, Umdloti Ref No: DOT 05/2025 (X1 Post)
 Traffic Training College, Pietermaritzburg Ref No: DOT 06/2025 (X1 Post)

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory

experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES

: Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES APPLICATIONS

: Mr VK Chetty Tel No: (033) 355 8880
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE

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

POST 02/134

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMME REF NO: DOT 07/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification in a Human Resource Management environment or Industrial and Organisational Psychology (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in a Human Resource environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Employee Health and Wellness Strategic Framework for the Public Service. Knowledge on how to provide an EHW and HIV/AIDS and TB consultation service. Knowledge on how to provide guidance regarding the execution of the EHW services. Knowledge on how to co-ordinate EHW and HIV/AIDS training workshops, presentations, etc. Knowledge on how to establish the departmental EHW committee. Knowledge on how to maintain statistics. Knowledge on how to prepare necessary reports. Knowledge on how to empower staff within the component. Excellent interpersonal and communication skills. Counselling skills. Analytical and listening skills. Teamwork and motivational skills. Problem solving, decision making and conflict management skills. Ability to self-manage and work independently. High level of confidentiality and professionalism. Leadership and planning skills. Ability to research, interpret and apply policies and procedures. The ideal candidate should be non-judgemental, have empathy, assertiveness and confidence. He/she should also be self-driven and reliable, an independent thinker, objective and have the ability to work as part of a team.

- DUTIES** : Provide professional counselling, assessment and referral services of employees within the Department, and to external service providers. Market and provide training to all employees with regards to how the programme works and its services. Assisting with the development and implementation of employee wellbeing policies and procedures and ensuring compliance with all relevant legal requirements. Monitor and evaluate the effectiveness of the programme and its services within the Department. Forge partnerships within the Department and with important stakeholders outside by maintaining good relationships with other departments, organizations and other offices who may provide assistance in respect of Health and Wellness, HIV/AIDS and TB programmes. Ensure efficient management of human and non-human resources within the component.
- ENQUIRIES** : Mr N Zondi Tel No: (033) 355 8653
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/135** : **ASSISTANT DIRECTOR: MATERIAL TESTING AND CONTROL REF NO: DOT 08/2025 (X1 POST)**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A National Diploma in Engineering (Civil); plus 6 (six) years post qualification experience in a material testing environment; plus Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge technical design and analysis. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork and creativity skills. Customer focus and responsiveness skills. Change management skills. The ideal candidate should be honest, decisive, analytical and must be reliable.
- DUTIES** : Manage Technical Services. Manage Administrative and Related Functions. Research and Development. Manage the promotion of safety in line with statutory and regulatory requirements.
- ENQUIRIES** : Mr G Perumal Tel No: (031) 700 2222
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/136** : **ROAD WORK SUPERINTENDENT (X2 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Technology Transfer Centre Ref No: DOT 09/2025 (X1 Post)
Ladysmith Region: KZ232/233 Project Implementation (In-House) (Estcourt) Ref No: DOT 10/2025 (X1 Post)
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus A minimum of six (6) years' experience in a road maintenance / construction environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Communication skills. Interpersonal relation skills. Flexibility skills. Team-work skills. Accuracy. Aptitude of figures. Computer Literacy. Planning and organisation skills. Good verbal and written communication skills.
- DUTIES** : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc). Plan and prepare a weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the Department. Monitor and check the quality of work done by contractors/maintenance teams. Manage staff.
- ENQUIRIES** : Ms S Mngomezulu (Pietermaritzburg) Tel No: (033) 355 8609
Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via

postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE

: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 02/137

COMPLIANCE OFFICER REF NO: DOT 11/2025 (X1 POST)

SALARY

: R376 413 per annum (Level 08)

CENTRE

: Motor Transport Services, Pietermaritzburg

REQUIREMENTS

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A Bachelors' Degree/National Diploma in Internal Auditing (NQF level 6 or higher); plus A minimum of 3 years Administrative/appropriate experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the National Road Traffic Act and its relevant regulations and all amended regulations. Extensive knowledge of the Public Finance Management Act / Treasury Instructions. Working knowledge of the General Delegations of Authority. Knowledge and the ability to apply the Public Service Act and Regulations. General knowledge of the Labour Relations Act. Extensive knowledge of the eNaTIS and its application in terms of the Road Traffic Act. General knowledge of the Criminal Procedures Act. Knowledge of Public Service reporting procedures. Knowledge of White Paper on Batho Pele. Knowledge of the Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA). Ability to interpret and apply policy. Problem solving / decision making skills. Report writing and formulation skills. Ability to think analytically. Good interpersonal relations skills. Ability to work under pressure. Computer literacy. Ability to work independently. Ability to stimulate verbal/written communication. Negotiation skills. Ability to deal with conflict situations. Organizational skills. The ideal candidate should be willing to work overtime, be able to maintain confidentiality, able to adapt to changed circumstances, be dedicated, professional and polite, be calm and collected, have integrity and honesty. He/she must be accountable/reliable, be diplomatic, determined and Ethical.

DUTIES

: Conduct financial audit inspections and internal/external investigations, to ensure Legislative, Financial, Procedural, System and Office Administration (Road Traffic & Public Financial Act's), as well as eNaTIS Compliance at the Motor Transport Service's Registering Authorities, Vehicle Test Stations, the Provincial Help Desk, Number Plate Manufacturers, including the Manufacturer of Personalised Licence Plates. Prepare detailed reports and peruse responses in respect thereof to ensure recommendations are compiled with and provide comments, if necessary, for further follow up. Prepare documentary evidence of findings for presentation to Management, Customers, SAPS, Disciplinary Hearings, State Attorneys etc. Perform Special Investigations/Projects to investigate alleged Misconduct, in terms of the Road Traffic Legislation and System applications, in conjunction with other Law Enforcement Agencies/Bodies. Compile evidence and present/represent the Department at Disciplinary Hearings, Arbitration Hearings and the CCMA, present evidence as expert witness at Court Cases and Hearings. Facilitate in the development and implementation of the Departments' eNaTIS/Financial Fraud prevention plan.

ENQUIRIES

: Ms S Mtshane Tel No: (033) 395 1828

APPLICATIONS

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE

: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position. The incumbent of this position will be required to travel and sleep out on a regular basis.

POST 02/138

ARTISAN FOREMAN GRADE A (MECHANICAL) (X2 POSTS)

SALARY

: R362 130 per annum, (OSD)

CENTRE

: Pietermaritzburg Region:

Mechanical, Umzimkhulu Ref No: DOT 12/2025 (X1 Post)

Mechanical, Underberg Ref No: DOT 13/2025 (X1 Post)

REQUIREMENTS

: An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic / Construction Plant Mechanic / Diesel Mechanic / Tractor Mechanic; plus Five (5) years post qualification experience as an Artisan; plus A valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES

: Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job

specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specifications. Service equipment and / or facilities according to schedule. Quality assure serviced and maintained equipment and / or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise.

**ENQUIRIES
APPLICATIONS**

: Mr L Songca Tel No: (033) 392 6600
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

**FOR ATTENTION
NOTE**

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

POST 02/139

: **ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (X16 POSTS)**

SALARY

: Grade A: R230 898 per annum, (dependent on experience), (OSD)
 Grade B: R270 915 per annum, (dependent on experience), (OSD)
 Grade C: R314 751 per annum, (dependent on experience), (OSD)
 (Salary will be determined according to post registration experience as per OSD prescripts)

CENTRE

: **Pietermaritzburg Region (X4 Posts):**
 Mechanical, Ixopo Ref No: DOT 14/2025 (X1 Post)
 Mechanical, Kokstad Ref No: DOT 15/2025 (X2 Posts)
 Mechanical, Merrivale Ref No: DOT 16/2025 (X1 Post)
Durban Region (X13 Posts):
Cost Centre, Port Shepstone:
 Signs Team (Port Shepstone South) Ref No: DOT 17/2025 (X1 Post)
 Mechanical, Port Shepstone Ref No: DOT 18/2025 (X3 Posts)
 Depot Team (Port Shepstone South) Ref No: DOT 19/2025 (X1 Post)
 Concrete Team (Port Shepstone South) Ref No: DOT 20/2025 (X1 Post)
Cost Centre, Metro:
 Mechanical Workshop, Metro Ref No: DOT 21/2025 (X1 Post)
 Auxiliary Workshop, Metro Ref No: DOT 22/2025 (X2 Posts)
Cost Centre, Stanger:
 Signs Team (Maphumulo) Ref No: DOT 23/2025 (X1 Post)
Regional Office, Durban:
 Mechanical, Durban Ref No: DOT 24/2025 (X1 Post)

REQUIREMENTS

: **Grade A:** No experience required. **Grade B:** At least 18 years' experience. **Grade C:** At least 34 years' experience). An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/ Tractor Mechanic/Diesel mechanic; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES

: Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.

ENQUIRIES

: Ms S Afrika (Durban Region) Tel No: (031) 700-2222

APPLICATIONS

: Mr L Songca (Pietermaritzburg Region) Tel No: (033) 392 6600
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate,

Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE

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

POST 02/140

: **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT (STORES) REF NO: DOT 25/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R308 154 per annum (Level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF Level 4; plus A minimum 3 years administrative experience in inventory/ stores/ asset management environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Public Finance Management Act, Treasury Regulations, Inventory Management, Policy and Inventory Management Framework. Knowledge of Modified Cash Standards and Accounting Manual for the Department. Knowledge of SCOA, loss control and relevant practices. Knowledge of BAS, basic accounting principles and procedures. Communication skills. Computerized financial systems skills. Strong analytical skills. Word processors and spreadsheets skills. Problem solving skills. Numeric skills. Supervisory skills. Organizing skills. Report writing skills. Presentation skills. The ideal candidate should be innovative, reliable, dependable, decisive, punctual, have initiative and be committed. He/ she must be honest and have integrity.

DUTIES

: Co-ordinate the Departmental Inventory Management system and processes. Provide reconciliation of BAS and Inventory Register. Co-ordinate Departmental inventory count processes. Dispose obsolete and redundant inventory items in terms of the legislative Framework. Supervise Human Resources/ Staff.

ENQUIRIES APPLICATIONS

: Mr N Mkhize Tel No: (033) 355 8643
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE

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

POST 02/141

: **ADMINISTRATIVE OFFICER: AGENCY PROCUREMENT SUPPORT REF NO: DOT 26/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R308 154 per annum (Level 07)
: Motor Transport Services, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in procurement and administration; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Public Finance Management Act and its applicable policies, prescripts and practices. Extensive knowledge of Procurement Policies/Procedures, BBBEE Act and the Supply Chain Management Framework. Extensive knowledge of Treasury Regulations and relevant Provincial Practice Notes. Knowledge of Fleet Management policies. Knowledge of BAS. Extensive knowledge of relevant procurement legislation. Knowledge of inventory and supplier management. Ability to interpret and apply policy. Problem solving skills. Computer literacy (MS Word; MS Excel; MS PowerPoint; MS Outlook). Good communication skills (both Verbal and written). Supervisory skills. The ideal candidate should be to work independently, have the ability to solve problems and be able to work under pressure. He/she should also be trustworthy, friendly, accurate, be able to encourage innovation and be team orientated.

DUTIES

: Monitor and control the Procurement and Provisioning of goods and services for the Motor Transport Services Directorate and all Registering Authorities in KwaZulu – Natal in terms of the Supply Chain Management Framework and other relevant Procurement legislation. Monitor and control services rendered in terms of Security, Cleaning and other administrative contracts for the Motor Transport Services Directorate. Monitor the maintenance and control of Motor Transport Services pool vehicles, accident damage reports and speeding fines for official pool vehicles, as well as perform other relevant duties of Local Transport Officer for the Directorate. Process submissions for authority to purchase goods and services, as well as make recommendations for preferred Suppliers in terms of the preferential point system and in general in terms of the Supply Chain Management Framework. Manage and control the programming of incoming work as well as supervise and develop staff in terms of all applicable legislation, policies and procedures.

ENQUIRIES APPLICATIONS

: Mr B Ngubane Tel No: (033) 395 1898
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE

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

POST 02/142 : **ADMINISTRATIVE CLERK (SUPERVISOR): BUDGETARY & EXPENDITURE CONTROL REF NO: DOT 27/2025 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Motor Transport Services, Pietermaritzburg

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' financial experience. Knowledge, Skills and Competencies Required: Knowledge of the Public Finance Management Act and its applicable policies, prescripts and practices. Knowledge of BAS. Working knowledge of Treasury Regulations and relevant Practice Notes. Knowledge of PERSAL. Good writing and communication skills. Ability to interpret and apply policy. Problem solving skills. Computer literacy (MS Excel and MS Word). Report writing skills. Supervisory skills.

DUTIES: : Formulate and maintain compliance to Financial Management Procedures and Policies as well as expenditure/Budgetary policies and procedures for MTS. Analysis and preparation of monthly and annual cash flow reports in terms of the PFMA. Co-ordinate monthly income and revenue statistics for the directorate as well as compile and co-ordinate inputs to the directorates business plan and annual reports. Analysis and cleaning of the Directorates suspense accounts on a monthly basis in terms of the PFMA. Ensure the correct application of BAS as well as NaTIS policies and procedures relating to sundry/creditor payments in the budgetary section.

ENQUIRIES APPLICATIONS : Ms QY Dlamini Tel No: (033) 395 1872
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 02/143 : **ADMINISTRATIVE OFFICER: EPWP TECHNICAL SUPPORT SERVICES REF NO: DOT 28/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post)

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years working experience on EPWP and Reporting System programs. Knowledge, Skills and Competencies Required: Team work skills. Data Analytical skills. Customer focus and responsiveness skills. Computer skills and a knowledge of MS Excel. Good understanding of data information. Basic literacy and numeracy skills. Organisational abilities. Administrative skills. Good communication Skills, both written and verbal. Skills in Public Service reporting procedures. Knowledge of National, Provincial and departmental policies, prescripts and practices regarding EPWP. Understanding of National Youth Services, (NYS). Understanding of Expanded Public Works Programme and Reporting System, (EPWP RS). Record keeping skills. Good customer service skills.

DUTIES : Co-ordinate and oversee stakeholder liaison in respect of EPWP. Communicate with relevant project supervisors of the EPWP projects/programmes. Administer the EPWP Technical support trainings and workshops and provide Secretarial services to meetings. Ensure that all LIC elements and job creation through Integrated Grant funded projects is reported on ERS.

ENQUIRIES APPLICATIONS : Ms N Mbanjwa Tel No: (033) 355 0597
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 02/144 : **ADMINISTRATIVE CLERK (SUPERVISOR): REASEARCH AND LIAISON REF NO: DOT 29/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

: A Senior Certificate/National Certificate (Vocational) NQF Level 4, plus A minimum of 3 years of experience in research and data collection environment. Knowledge, Skills and Competencies Required: Knowledge of Clerical duties, practices as well as the ability to collecting capturing data. Knowledge on how to operate a computer and collect statistics. Understanding of the legislative framework governing the public Service. Knowledge of working procedure in terms of the working environment. Computer literacy. Sound organizational skills. Good people skills. Good telephone etiquette skills. Written communication skills. Self-management and motivational skills. The ideal candidate should be loyal, trustworthy, show commitment, be enthusiastic, have integrity, be professional, have self confidence and should be responsible and persuasive.

- DUTIES** : Supervise the research and liaison administration personnel within the component. Render general clerical support services. Coordination of support service for the component. Support the component with the administration of budget.
- ENQUIRIES APPLICATIONS** : Ms SN Mngomezulu Tel No: (033) 355 8609
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 02/145** : **ADMINISTRATIVE CLERK (SUPERVISOR): HUMAN RESOURCE MANAGEMENT REF NO: DOT 30/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Cost Centre, Kwadukuza
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' appropriate experience in Human Resource Management; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge and understanding of policies, practices of Public Service Regulations, PFMA, Financial Regulations and relevant Practice Notes. Knowledge of Public Service reporting procedures and structures. Knowledge of Labour Relations. Computer Literacy. Knowledge of personnel and financial delegations of authority. Knowledge of Human Resource policies and legislation. Knowledge of Personnel System. Ability to interpret and apply policies. Analytical and innovative thinking skills. Supervisory skills. Training and co-ordination skills. Innovation and creativity skills. Problem solving skills. Negotiation skills. Organizing and planning skills. Numeracy and literacy skills. Interpersonal skills. Decision making skills. Verbal and written communication skills. Creativity and customer focus skills. The ideal candidate should be committed to organizational goals have good interpersonal relations be honest and have integrity, teamwork orientated, receptive to suggestions and ideas and have leadership ability. He/she should also be able to work under pressure, be responsible, punctual, have perseverance be reliable, open and transparent, loyal and comply with code of conduct.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Supervise all Human Resource Administration enquiries from internal and external stakeholders. Supervise the process of salary administration support services. Supervise all Human Resources related to Zibambele contractors. Supervise Human Resource staff.
- ENQUIRIES APPLICATIONS** : Ms TC Khumalo Tel No: (032) 437 3800
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 02/146** : **ADMINISTRATIVE CLERK (SUPERVISOR): COMMUNICATION AND INFORMATION REF NO: DOT 31/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Regional Office, Durban
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in a communication and information environment. Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working environment. Job knowledge. Flexibility skills. Computer literacy. Good communication skills (both verbal and written). Interpersonal relations skills. Planning and organizing skills. Language skills. Ability to work in a team.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms SA Afrika Tel No: (031) 700 2222
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Mr B Hornsby

- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 02/147** : **ADMINISTRATIVE CLERK (PRODUCTION): POLICY AND LEGISLATION: VEHICLE REGISTRATION AND LICENSING REF NO: DOT 32/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Motor Transport Services, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of administration procedures. Knowledge of Training and Development. Knowledge of Road Traffic Legislation. Knowledge of National Traffic Information System (NaTIS). Knowledge of Delegation of Authority pertaining to the KZN Department of Transport. Analytical skills. Ability to interpret and apply policy. Analytical thinking and spontaneity skills. Report writing and formulation skills. Ability to deal with a variety of functions without losing composure at any time. Computer Literacy. Good written and verbal communication skills. Organization/managing tasks skills. The ideal candidate should be reliable & responsible, loyal & friendly, diplomatic, have integrity and honesty, have leadership skills, team/people oriented, courteous, open minded & independent, responsible & accountable and able to work with quality and accuracy.
- DUTIES** : Co-ordinate/analyse draft, type, compile & dispatch correspondence, in respect of the application, interpretation and implementation of policy and procedures relating to the registration and licensing of motor vehicle, the registration of Manufactures, Importers and Builders and Number plate manufactures, in terms of Road Traffic Legislation and co-ordinate/prepare presentation in respect of Strategic Planning and high level forum. Provide an advisory service to all internal customers in the interpretation, application and implementation of Legislation, Policy and Procedures in relation to Road Traffic Matters and provide administration support to the Law admin and Systems Sub-Directorate Management. Draft, type and compile replies to draft, parliamentary queries, Departmental annual report and monthly MANCO and statistical report. Prepare Annual License Fee increases in comparison to other Provinces, including the preparation and checking of the complex, tables, preparation of Ministerial and Treasury approvals. Drafting, typing, liaison with language practitioners, and the submission and monitoring of the implementation of all Government Gazette Notices pertaining to the amendment and implementation of Road Traffic Legislation. Liaise with Customer, NDOT, SAPS and SABS to process and register all MIB and NMP applications and maintain an accurate register thereof.
- ENQUIRIES APPLICATIONS** : Mrs S Van Wyk Tel No: (033) 395 1808
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 02/148** : **ADMINISTRATIVE CLERK (PRODUCTION): REVENUE CONTROL REF NO: DOT 33/2025 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Motor Transport Services, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of applicable legislation, policy prescripts and practices such as the Public Finance. Management Act (Act 1 of 1999), the Road Traffic Management Corporation Act (Act 20 of 1999), the National Road Traffic Act (Act 93 of 1996) and relevant Treasury Regulations. Knowledge of eNaTIS relating to appropriate revenue/audit functions. Ability to interpret and apply policy. Problem solving skills. Good written and verbal communication skills. Computer literacy. The ideal candidate should be able to work independently and under pressure, be honest and reliable and willing to work as part of a team. He/ she should also have diligence and organisation skills and dedication.
- DUTIES** : Reconciliation of Provincial revenue on a daily and monthly basis. Reconciliation of RTMC levies on a daily and monthly basis for the province, for the purpose of monthly pay-over to the Road Traffic Management Corporation. Verify and update deposit slips from all Registering Authorities in the KZN Province, in respect of revenue banked on daily basis. Verify and update EFT payments received from the SA Post Office in respect of revenue banked on a daily basis. Correspond verbally and in writing with all Registering Authorities in the KZN Province in respect of revenue collection discrepancies and outstanding documents.
- ENQUIRIES APPLICATIONS** : Ms QY Dlamini Tel No: (033) 395 1872
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 02/149 : **ADMINISTRATIVE CLERK (PRODUCTION): PROVINCIAL NATIS HELP DESK REF NO: DOT 34/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Motor Transport Services, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of National Traffic Information System (NaTIS). Knowledge of TMS. Knowledge of National Road Traffic Act (Act 93 of 1996). Knowledge of Helpdesk policies and procedures. Good written and verbal communication skills. Computer literacy. Good interpersonal skills. Good human relations skills. Ability to work systematically. The ideal candidate should be team orientated, responsible, courteous & friendly, patient, honest and reliable.

DUTIES: : Respond to all call centre enquiries for internal and external clients. Undertake the batching/collating process of all applications received through TMS. Undertake the verification of transactions requested on TMS and NaTIS system. Undertake the approval of transaction and capture on TMS and NaTIS system. Audit and file transaction requests on TMS and prepare filed transactions for storage.

ENQUIRIES APPLICATIONS : Mr M Ndwandwe Tel No: (033) 395 1822
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 02/150 : **ADMINISTRATIVE CLERK (PRODUCTION): UMBILO DATA CAPTURE REF NO: DOT 35/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Motor Licensing Bureau, Umbilo
: A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of the following as pertaining to the Motor Licensing Bureau: eNaTIS, Road Traffic Act 93 of 1996, Public Finance. Management Act, Provincial Treasury Practice Notes, Public Service Act, Public Service Code of Conduct, Basic Condition of employment Act, Commitment Charters. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the Departmental vision and objectives. Knowledge of Good Governance principles, Service delivery and Batho Pele principles. Knowledge of policies and procedures and general office administration. Computer literacy. Good written and verbal communication skills. Skills in eNaTIS procedures. Ability to accurately capture data. Basic accounting skills. Problem solving and decision-making skills. Skills in the Interpretation and application of Legislation and procedures. Sound organizational and people skills. The ideal candidate should be able to commit to organizational goals, application of policies and procedures, comply with performance agreement and service delivery standards. He/she must be a innovative thinker, teamwork oriented and able to work independently show an interest in development and also be accurate, confident, punctual, courteous and have tact. He/ she should also be trustworthy, loyal, conscientious, reliable, honest, friendly, be responsible, self-motivated, diplomatic, have integrity, adhere to rules and regulations have the ability to comprehend and to work under pressure.

DUTIES : Render professional telephonic services in respect of Motor Vehicle enquiries. Deal with all written correspondence within the component. Render general clerical support services. Effective communication with the registering authorities and all role players in respect of the prescribe functions.

ENQUIRIES APPLICATIONS : Mr ZP Malinga at 063 637 7459
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 02/151 : **ADMINISTRATIVE CLERK (PRODUCTION) (X7 POSTS)**

SALARY CENTRE : R216 417 per annum (Level 05)
: Durban Region (X7 Posts):
: Depot Team (Umbumbulu) Ref No: DOT 36/2025 (X1 Post)
: Depot Team (St Hellier) Ref No: DOT 37/2025 (X1 Post)
: Depot Team (Northdene) Ref No: DOT 38/2025 (X1 Post)
: Depot Team (Mount Edgecombe) Ref No: DOT 39/2025 (X1 Post)

Depot Team (Isipingo) Ref No: DOT 40/2025 (X1 Post)
Depot Team (Inanda) Ref No: DOT 41/2025 (X1 Post)
Depot Team (Mandeni) Ref No: DOT 42/2025 (X1 Post)

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: 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. Computer skills. Planning and Organisational skills. Communication skills. Good verbal and written communication skills. Language skills. The ideal candidate should have good interpersonal relations. He/she should be flexible and be able to work in a team.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms TC Mthembu Tel No: (031) 469 8900

Ms TC Khumalo (Mandeni) Tel No: (032) 437 3800

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
It is the intention of this Department to consider equity targets when filling these positions.

POST 02/152 : **HUMAN RESOURCE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO. DOT 43/2025 (X1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Cost Centre, Metro

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, MS Excel, MS Access and E-mail. Knowledge of Human Resource Management policies, procedures, prescripts and regulations. Knowledge on how to keep and maintain Act. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of record management and registry procedures. Organizational, decision making and problem-solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize work. Computer literacy. Ability to communicate with various role players. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should be teamwork orientated and an innovative thinker. He/she should also have initiative, be responsible and courteous.

DUTIES : Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre. Provide a support service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to the Cost Centre staff in respect of general benefits and housing, leave matters, performance management and development system, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR exits from service for the Cost Centre. Perform all HR duties related to Zibambele Contractors and EPWP Contractors.

ENQUIRIES : Ms TC Mthembu Tel No: (031) 469 8900

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
It is the intention of this Department to consider equity targets when filling this position

POST 02/153 : **ROAD WORK FOREMAN (X9 POSTS)**

SALARY : R216 417 per annum (Level 05)

CENTRE : **Durban Region (X3 Posts):**

Cost Centre: Metro:

Zibambele Metro Ref No: DOT 44/2025 (X2 Posts)

Cost Centre: Stanger:

KZ292/293 Team 4 Ref No: DOT 45/2025 (X1 Post)

Ladysmith Region (X3 Posts):

Cost Centre: Dundee:

KZ245 Team 2 Ref No: DOT 46/2025 (X1 Post)

Cost Centre: Estcourt:

KZ232/233 Team 3 Ref No: DOT 47/2025 (X1 Post)

KZ235 Team 2 Ref No: DOT 48/2025 (X1 Post)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X3 Posts):

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| <u>REQUIREMENTS</u> | : Maintenance Training Division Ref No: DOT 49/2025 (X3 Posts) : NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDs. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team. |
| <u>DUTIES</u> | : Support road construction and/or maintenance work through, inter alia, the following: : Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of rod markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: : Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Co-ordinate the blading program. Exercise control over traffic accommodation. |
| <u>ENQUIRIES</u> | : Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442 : Ms N Sibiya (Ladysmith) Tel No: (034) 312 3017/3942 : Ms SA Afrika (Durban) Tel No: (031) 700 2222 |
| <u>APPLICATIONS</u> | : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs |
| <u>FOR ATTENTION NOTE</u> | : Mr B Hornsby : It is the intention of this Department to consider equity targets when filling these positions |
| <u>POST 02/154</u> | : <u>FINANCE CLERK (PRODUCTION) REF NO: DOT 50/2025 (X1 POST)</u> : Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R216 417 per annum (Level 05) : Cost Centre, Kwadukuza : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of basic financial operating systems (BAS, etc). Computer literacy. Language skills. Good verbal and written communication skills. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. |
| <u>DUTIES</u> | : Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms TC Khumalo Tel No: (032) 437 3800 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . |
| <u>FOR ATTENTION NOTE</u> | : Mr B Hornsby : It is the intention of this Department to consider equity targets when filling this position. |
| <u>POST 02/155</u> | : <u>ADMINISTRATION CLERK: MOVABLE ASSETS REF NO: DOT 51/2025 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R216 417 per annum (Level 05) : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg : A Senior Certificate/ National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer, |

confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

DUTIES : Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

ENQUIRIES : Mr S Tom Tel No: (033) 355 8643

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 02/156 : **ADMINISTRATIVE CLERK (PRODUCTION): COMMUNICATION AND INFORMATION REF NO: DOT 52/2025 (X1 POST)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Regional Office, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working environment. Job knowledge. Flexibility skills. Computer literacy. Good communication skills (both verbal and written). Interpersonal relations skills. Planning and organizing skills. Language skills. Ability to work in a team.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms SA Afrika Tel No: (031) 700 2222

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 02/157 : **ADMINISTRATIVE CLERK (PRODUCTION): OFFICE SERVICES REF NO: DOT 53/2025 (X1 POST)**

SALARY : R216 417 per annum (level 05)
CENTRE : Regional Office, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, switchboard duties, registry duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working, storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Ability to interpret legislation/ policies. Computer skills. Interpersonal skills. Ability to work in a team. Ability to learn and apply. Planning and organisational skills. Analytical and innovative thinking skills. Problem solving skills. Verbal and written communications skills. The ideal candidate should be responsible, punctual and honest. He/she must be accurate, teamwork orientated, reliable, loyal, comply with code of conduct be neat and tidy, innovative and adhere to Batho Pele principles.

DUTIES: : Ensure proper utilisation of departmental fleet within the Region. Render general clerical support services. Operate office machines in relation to the registry function. Provide professional telecommunication/reception services.

ENQUIRIES : Ms SA Afrika Tel No: (031) 700 2222

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

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| <u>POST 02/158</u> | : | <u>ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES REF NO: DOT 54/2025</u> |
| <u>SALARY</u> | : | R216 417 per annum (Level 05) |
| <u>CENTRE</u> | : | Cost Centre, Kwadukuza |
| <u>REQUIREMENTS:</u> | : | A Senior Certificate / National Certificate (Vocational) NQF Level 4). Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage retrieval procedures in terms of the working environment. Good communication skills. The ideal candidate should be able to work as part of a team, have good interpersonal relations, must be punctual, reliable, flexible and able to work under pressure. |
| <u>DUTIES</u> | : | Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. |
| <u>ENQUIRIES</u> | : | Ms TC Khumalo Tel No: (032) 437 3800 |
| <u>APPLICATIONS</u> | : | Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . |
| <u>FOR ATTENTION</u> | : | Mr B Hornsby |
| <u>NOTE</u> | : | It is the intention of this Department to consider equity targets when filling these positions. |
| <u>POST 02/159</u> | : | <u>DRIVER / MESSENGER (X3 POSTS)</u> |
| <u>SALARY</u> | : | R183 279 per annum (Level 04) |
| <u>CENTRE</u> | : | Empangeni Region (X1 Post): Road Traffic Inspectorate, Nongoma Ref No: DOT 55/2025 (X1 Post) Ladysmith Region (X2 Posts): Auxiliary Services (Dundee) Ref No: DOT 56/2025 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 10 or 7-12 - months driver/messenger experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what are the requirements for the storage of the vehicle. Knowledge of city(ies) in which the functions will be performed. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Communication skills (verbal and writing). Negotiation and problem-solving skills. Organizing and planning skills. Innovative and creative skills. Ability to interpret and apply instructions. Basic literacy skills. Openness and transparency skills. The ideal candidate should be able to work as part of a team, must have good interpersonal relations, be punctual, reliable, flexible, ability to work under pressure. She/he must also be honest, have integrity, be receptive to ideas and suggestions, trustworthy, loyal, accountable, responsible, friendly, courteous, diplomatic, open minded and independent. |
| <u>DUTIES:</u> | : | Drive light and medium motor vehicles to transport passengers and deliver other items (mail and/or documents). Routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office, this would, inter alia, entail the following; Collect and deliver documentation and related items in the Department; Copy and fax documents; Assist in the registry component as and when required. |
| <u>ENQUIRIES</u> | : | Mr V Chetty (Empangeni) Tel No: (033) 355 8880 Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400 |
| <u>APPLICATIONS</u> | : | Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . |
| <u>FOR ATTENTION</u> | : | Mr B Hornsby |
| <u>NOTE</u> | : | It is the intention of this Department to consider equity targets when filling these positions. |
| <u>POST 02/160</u> | : | <u>DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT) (X110 POSTS)</u> Kindly note that the posts under Pietermaritzburg Region and Dweshula are a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply. |
| <u>SALARY</u> | : | R155 148 per annum (Level 03) |
| <u>CENTRE</u> | : | Ladysmith Region (X30 Posts): Cost Centre: Dundee: Maintenance Team 2 (Mangeni) Ref No: DOT 57/2025 (X1 Post) Maintenance Team (Dundee) Ref No: DOT 58/2025 (X1 Post) Grader Team 2 (Greytown) Ref No: DOT 59/2025 (X1 Post) Grader Team 2 (Cwaka) Ref No: DOT 60/2025 (X2 Posts) |

Grader Team 1 (Kranskop) Ref No: DOT 61/2025 (X1 Post)
 Grader Team 1 (Cwaka) Ref No: DOT 62/2025 (X1 Post)
 Flying Squad Team (Cwaka) Ref No: DOT 63/2025 (X5 Posts)
 Betterment Team (Greytown) Ref No: DOT 64/2025 (X4 Posts)
Cost Centre: Estcourt:
 Grader Team (Weenen) Ref No: DOT 65/2025 (X1 Post)
 Depot Team (Estcourt) Ref No: DOT 66/2025 (X1 Post)
 Betterment Team (Estcourt/ Winterton) Ref No: DOT 67/2025 (X3 Posts)
 Betterment Team (Bergville) Ref No: DOT 68/2025 (X4 Posts)
 Depot Team (Emnambithi) Ref No: DOT 69/2025 (X1 Post)
 Maintenance Team (Weenen) Ref No: DOT 70/2025 (X1 Post)
 Grader Team (Estcourt) Ref No: DOT 71/2025 (X1 Post)
 Grader Team 2 (Emnambithi) Ref No: DOT 72/2025 (X1 Post)
 Grader Team 1 (Emnambithi) Ref No: DOT 73/2025 (X1 Post)
Durban Region (X58 Posts):
Cost Centre: Metro:
 Vegetation Team (St Helier) Ref No: DOT 74/2025 (X1 Post)
 Procurement and Provisioning (Metro) Ref No: DOT 75/2025 (X4 Posts)
 Periodic Maintenance Gravel Team (Northdene) Ref No: DOT 76/2025 (X2 Posts)
 Maintenance Team 2 (St Helier) Ref No: DOT 77/2025 (X1 Post)
 Maintenance Team (Umbumbulu) Ref No: DOT 78/2025 (X1 Post)
 Maintenance Team (Inanda) Ref No: DOT 79/2025 (X1 Post)
 Grader Team (St Helier) Ref No: DOT 80/2025 (X2 Posts)
 Drainage Team (Northdene) Ref No: DOT 81/2025 (X1 Post)
 Concrete Team (St Helier) Ref No: DOT 82/2025 (X1 Post)
 Blacktop Team (St Helier) Ref No: DOT 83/2025 (X1 Post)
Cost Centre: Port Shepstone
 Signs Team (Umzinto) Ref No: DOT 84/2025 (X1 Post)
 Maintenance Team 2 (Morrison's Post) Ref No: DOT 85/2025 (X1 Post)
 Maintenance Team 1 (Morrison's Post) Ref No: DOT 86/2025 (X1 Post)
 Maintenance Team (Dweshula) Ref No: DOT 87/2025 (X1 Post)
 Grader Team 3 (Morrison's Post) Ref No: DOT 88/2025 (X1 Post)
 Grader Team 2 (Morrison's Post) Ref No: DOT 89/2025 (X1 Post)
 Grader Team 2 (Dweshula) Ref No: DOT 90/2025 (X1 Post)
 Grader Team 1 (Morrison's Post) Ref No: DOT 91/2025 (X1 Post)
 Grader Team 1 (Harding) Ref No: DOT 92/2025 (X1 Post)
 Grader Team 1 (Dweshula) Ref No: DOT 93/2025 (X1 Post)
 Grader Team 1 (Dududu) Ref No: DOT 94/2025 (X1 Post)
 Grader Team (Port Shepstone South) Ref No: DOT 95/2025 (X6 Posts)
 Depot Team (Umzinto) Ref No: DOT 96/2025 (X1 Post)
 Depot Team (Harding) Ref No: DOT 97/2025 (X1 Post)
 Concrete Team (Umzinto) Ref No: DOT 98/2025 (X1 Post)
 Blacktop Team (Paddock) Ref No: DOT 99/2025 (X1 Post)
 Depot Team (Port Shepstone South) Ref No: DOT 100/2025 (X2 Posts)
 Drainage Team (Port Shepstone) Ref No: DOT 101/2025 (X3 Posts)
Cost Centre: Stanger:
 Periodic Maintenance Gravel Team (Maphumulo) Ref No: DOT 102/2025 (X8 Posts)
 Maintenance Team (Ndwedwe) Ref No: DOT 103/2025 (X1 Post)
 Maintenance Team 2 (Ndwedwe) Ref No: DOT 104/2025 (X1 Post)
 Maintenance Team (Mhlali) Ref No: DOT 105/2025 (X1 Post)
 Maintenance Team (Maphumulo) Ref No: DOT 106/2025 (X1 Post)
 Maintenance Team (Mandeni) Ref No: DOT 107/2025 (X1 Post)
 Grader Team 1 (Ndwedwe) Ref No: DOT 108/2025 (X1 Post)
 Grader Team (Mbozambo) Ref No: DOT 109/2025 (X1 Post)
 Blacktop Team 2 (Mhlali) Ref No: DOT 110/2025 (X1 Post)
 Blacktop Team (Mbozambo) Ref No: DOT 111/2025 (X1 Post)
 Blacktop Team (Maphumulo) Ref No: DOT 112/2025 (X1 Post)
Pietermaritzburg Region (X5 Posts):
Cost Centre: Pietermaritzburg:
 Grader Team (Cedara) Ref No: DOT 113/2025 (X1 Post)
 Grader Team 2 (New Hanover) Ref No: DOT 114/2025 (X1 Post)
Cost Centre: Ixopo:
 Grader Team (Umzimkhulu) Ref No: DOT 115/2025 (X1 Post)
 Blacktop Team (Cedarville) Ref No: DOT 116/2025 (X2 Posts)
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)
 Pavement Performance Monitoring Division (T2) Ref No: DOT 117/2025 (X1 Post)
Empangeni Region (X16 Posts):
Cost Centre: Eshowe:
 Signs Team (Eshowe) Ref No: DOT 118/2025 (X1 Post)
 Maintenance Team (Eshowe) Ref No: DOT 119/2025 (X1 Post)
 Grader Team 2 (Eshowe) Ref No: DOT 120/2025 (X1 Post)

Grader Team 1 (Melmoth) Ref No: DOT 121/2025 (X1 Post)
Betterment Team (Eshowe) Ref No: DOT 122/2023 (X2 Posts)
Grader Team 1 (Upper Enseleni) Ref No: DOT 123/2025 (X1 Post)
Betterment Team Empangeni Ref No: DOT 124/2025 (X1 Post)
Maintenance Team 2 (Upper Enseleni) Ref No: DOT 125/2025 (X1 Post)

Cost Centre: Hluhluwe:

Grader Team 1 (Mkuze) Ref No: DOT 126/2025 (X1 Post)
Maintenance Team (Uphande) Ref No: DOT 127/2025 (X1 Post)
Grade Team 1 (Ntabayengwe) Ref No: DOT 128/2025 (X1 Post)
Grader Team (Jozini) Ref No: DOT 129/2025 (X1 Post)
Betterment Team (Hluhluwe) Ref No: DOT 130/2025 (X3 Posts)

REQUIREMENTS

: Grade 10 certificate (NQF level 2); plus a Driver's Licence Code EC with PrDP and Operating Certificate / Departmental Competency Pink card for specialised equipment; plus Five (5) years' driving and operating specialized equipment experience. Knowledge, Skills and Competencies Required: Communication skills. Ability to read and write. Good eyesight. Teamwork. Skills in the operation of the equipment. Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

DUTIES

: Perform activities in respect of operation through inter alia the following: Operating specialized equipment; Load and offload goods/ equipment; Inspection and maintenance of equipment and report defects; Keep log sheets of vehicles and machineries; Application of safety and precautionary measures; Cleaning and lubrication of machinery equipment; Grading of gravel roads and re-raveling/ shoulder maintenance. Render driving services, perform activities in respect of operation through inter alia the following: Transportation of work teams and materials / equipment; Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water); Inspection of the vehicle/ equipment and report defects; Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES

: Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Afrika (Durban) Tel No: (031) 700 2222
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
Ms S Mngomezulu (Head Office) Tel No: (033) 355 8609
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442

APPLICATIONS

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE

: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 02/161

ROAD WORKER (X215 POSTS)

SALARY CENTRE

: R155 148 per annum (Level 03)
: **Ladysmith Region (X34 Posts):**
: **Cost Centre, Dundee:**

Signs Team (Dundee) Ref No: DOT 131/2025 (X5 Posts)
Maintenance Team 2 (Mangeni) Ref No: DOT 132/2025 (X3 Posts)
Maintenance Team (Mangeni) Ref No: DOT 133/2025 (X1 Post)
Maintenance Team (Helpmekaar) Ref No: DOT 134/2025 (X3 Posts)
Maintenance Team (Dundee) Ref No: DOT 135/2025 (X8 Posts)
Grader Team 2 (Greytown) Ref No: DOT 136/2025 (X1 Post)
Grader Team 2 (Dundee) Ref No: DOT 137/2025 (X1 Post)
Grader Team 2 (Cwaka) Ref No: DOT 138/2025 (X1 Post)
Grader Team 1 (Mangeni) Ref No: DOT 139/2025 (X1 Post)
Grader Team 1 (Dundee) Ref No: DOT 140/2025 (X1 Post)
Grader Team 1 (Cwaka) Ref No: DOT 141/2025 (X1 Post)
Grader Team (Helpmekaar) Ref No: DOT 142/2025 (X1 Post)
Depot Team (Dundee) Ref No: DOT 143/2025 (X2 Posts)
Betterment Team (Dundee) Ref No: DOT 144/2025 (X2 Posts)
Betterment Team (Greytown) Ref No: DOT 145/2025 (X2 Posts)
Blacktop Team (Dundee) Ref No: DOT 146/2025 (X3 Posts)

Cost Centre, Estcourt:

Signs Team (Estcourt) Ref No: DOT 147/2025 (X1 Post)
Maintenance Team (Piscach) Ref No: DOT 148/2025 (X2 Posts)
Maintenance Team (Mbabazane) Ref No: DOT 149/2025 (X1 Post)
Depot Team (Emnambithi) Ref No: DOT 150/2025 (X1 Post)

Durban Region (X155 Posts):

Cost Centre, Port Shepstone:

Signs Team (Umzinto) Ref No: DOT 151/2025 (X6 Posts)
Signs Team (Port Shepstone South) Ref No: DOT 152/2025 (X2 Posts)
Signs Team (Port Shepstone, North) Ref No: DOT 153/2025 (X4 Posts)

Service Wagon Team (Vulamehlo) Ref No: DOT 154/2025 (X2 Posts)
 Service Wagon Team (Umzumbe) Ref No: DOT 155/2025 (X1 Post)
 Mechanical Workshop, Port Shepstone Ref No: DOT 156/2025 (X1 Post)
 Materials Testing (Port Shepstone) Ref No: DOT 157/2025 (X2 Posts)
 Maintenance Team (Dududu) Ref No: DOT 158/2025 (X8 Posts)
 Maintenance Team 2 (Morrisons Post) Ref No: DOT 159/2025 (X8 Posts)
 Maintenance Team 1 (Morrisons Post) Ref No: DOT 160/2025 (X1 Post)
 Maintenance Team (Port Shepstone, South) Ref No: DOT 161/2025 (X5 Posts)
 Maintenance Team (Paddock) Ref No: DOT 162/2025 (X1 Posts)
 Maintenance Team (Umfume) Ref No: DOT 163/2025 (X4 Posts)
 Maintenance Team (Dweshula) Ref No: DOT 164/2025 (X8 Posts)
 Maintenance Team 1 (Harding) Ref No: DOT 165/2025 (X3 Posts)
 Maintenance Team (Port Shepstone North) Ref No: DOT 166/2025 (X4 Posts)
 Grader Team 3 (Morrisons Post) Ref No: DOT 167/2025 (X1 Post)
 Grader Team 3 (Harding) Ref No: DOT 168/2025 (X1 Post)
 Grader Team 2 (Harding) Ref No: DOT 169/2025 (X1 Post)
 Grader Team 2 (Dweshula) Ref No: DOT 170/2025 (X1 Post)
 Grader Team 1 (Harding) Ref No: DOT 171/2025 (X1 Post)
 Grader Team 1 (Dududu) Ref No: DOT 172/2025 (X1 Post)
 Grader Team (Mfume) Ref No: DOT 173/2025 (X1 Post)
 Concrete Team (Umzinto) Ref No: DOT 174/2025 (X6 Posts)
 Blacktop Team (Paddock) Ref No: DOT 175/2025 (X3 Posts)
 Blacktop Team (Harding) Ref No: DOT 176/2025 (X7 Posts)
Cost Centre, Metro:
 Maintenance Team (Inanda) Ref No: DOT 177/2025 (X3 Posts)
 Ground Maintenance Team 2 (Merebank) Ref No: DOT 178/2025 (X5 Posts)
 Ground Maintenance Team 1 (Merebank) Ref No: DOT 179/2025 (X4 Posts)
 Grader Team (St Helier) Ref No: DOT 180/2025 (X1 Post)
 Drainage Team (Northdene) Ref No: DOT 181/2025 (X3 Posts)
 Concrete Team (Umbumbulu) Ref No: DOT 182/2025 (X2 Posts)
 Concrete Team (St Helier) Ref No: DOT 183/2025 (X2 Posts)
 Vegetation Team (St Helier) Ref No: DOT 184/2025 (X1 Post)
 Signs Team 1 (Merebank) Ref No: DOT 185/2025 (X2 Posts)
 Procurement & Provisioning (Metro) Ref No: DOT 186/2025 (X3 Posts)
 Mechanical Workshop Metro Ref No: DOT 187/2025 (X2 Posts)
 Maintenance Team 2 (St Helier) Ref No: DOT 188/2025 (X5 Posts)
 Maintenance Team 1 (St Helier) Ref No: DOT 189/2025 (X4 Posts)
 Maintenance Team (Umbumbulu) Ref No: DOT 190/2025 (X1 Post)
 Blacktop Team (Isipingo) Ref No: DOT 191/2025 (X2 Posts)
Cost Centre, Stanger:
 Periodic Maintenance Gravel Team (Maphumulo) Ref No: DOT 192/2025 (X1 Post)
 Mechanical Workshop (Stanger) Ref No: DOT 193/2025 (X1 Post)
 Maintenance Team (Ndwedwe) Ref No: DOT 194/2025 (X13 Posts)
 Maintenance Team (Mhlali) Ref No: DOT 195/2025 (X2 Posts)
 Maintenance Team (Mbozambo) Ref No: DOT 196/2025 (X1 Post)
 Maintenance Team (Maphumulo) Ref No: DOT 197/2025 (X3 Posts)
 Grader Team (Mandeni) Ref No: DOT 198/2025 (X7 Posts)
 Grader Team 2 (Ndwedwe) Ref No: DOT 199/2025 (X1 Post)
 Grader Team 1 (Ndwedwe) Ref No: DOT 200/2025 (X1 Post)
 Grader Team 1 (Maphumulo) Ref No: DOT 201/2025 (X1 Post)
 Blacktop Team 2 (Mhlali) Ref No: DOT 202/2025 (X7 Posts)
 Blacktop Team 1 (Mhlali) Ref No: DOT 203/2025 (X2 Posts)
 Blacktop Team (Mbozambo) (Ref. No. DOT 204/2025 (X8 Posts)
 Blacktop Team (Mandeni) Ref No: DOT 205/2025 (X8 Posts)
 Blacktop Team (Maphumulo) Ref No: DOT 206/2025 (X7 Posts)
 Auxiliary Services (Stanger) Ref No: DOT 207/2025 (X1 Post)
Empangeni Region (X1 Post):
Cost Centre, Hluhluwe:
 Signs Team (Hluhluwe) Ref No: DOT 208/2025 (X1 Post)
Pietermaritzburg Region (X23 Posts):
Cost Centre, Pietermaritzburg:
 Depot Team (Camperdown) Ref No: DOT 209/2025 (X2 Posts)
 Grader Team 2 (New Hanover) Ref No: DOT 210/2025 (X1 Post)
 Maintenance Team (Nottingham Road) Ref No: DOT 211/2025 (X6 Posts)
 Flat Crane Truck Team (Pietermaritzburg) Ref No: DOT 212/2025 (X1 Post)
 Signs Team (Pietermaritzburg) Ref No: DOT 213/2025 (X2 Posts)
 Grader Team 2 (Nagle Dam) Ref No: DOT 214/2025 (X1 Post)
 Service Wagon Team (Eston) Ref No: DOT 215/2025 (X1 Post)
 Betterment Team (Pietermaritzburg) Ref No: DOT 216/2025 (X2 Posts)
 Service Wagon Team 1 (Cedara) Ref No: DOT 217/2025 (X1 Post)
 Service Wagon Team 2 (Cedara) Ref No: DOT 218/2025 (X1 Post)

Maintenance Team (Impendle) Ref No: DOT 219/2025 (X2 Posts)
Betterment Team (Nottingham Road) Ref No: DOT 220/2025 (X1 Post)
Drainage/Betterment Team (Impendle) Ref No: DOT 221/2025 (X1 Post)
Procurement & Provisioning (Pietermaritzburg) (Ref. No. DOT 222/2025 (X1 Post)
NQF Level 1 or 2 (Abet level 2 certificate or equivalent). Knowledge, Skills and Competencies
Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility.
Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising
skills. Good verbal and written communication skills.

REQUIREMENTS

:

DUTIES

:

Perform routine activities in respect of road maintenance and/or construction through inter alia
the following: Construction of culvert and side drains. Erect and maintain steel guardrails and
gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and
resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road
markings and studs. Install road signs, distance markers, and barricade the work area. Crushing
of road material. Brush clearing and grass cutting.

ENQUIRIES

:

Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Afrika (Durban) Tel No: (031) 700 2222
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600

APPLICATIONS

:

Please note applications can be hand delivered to the Office of the Department of Transport,
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via
postal services to Recruitment & Selection Section, Human Resource Administration Directorate,
Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through
the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION

:

Mr B Hornsby

NOTE

:

It is the intention of this Department to consider equity targets when filling these positions.

POST 02/162

:

TRADESMAN AID (X49 POSTS)

**SALARY
CENTRE**

:

R155 148 per annum (Level 03)

:

Durban Region (X36 Posts):

Cost Centre, Metro:

Signs Team 2 (Merebank) Ref No: DOT 223/2025 (X1 Post)
Signs Team 1 (Merebank) Ref No: DOT 224/2025 (X1 Post)
Mechanical Workshop Metro Ref No: DOT 225/2025 (X6 Posts)
Concrete Team (Umbumbulu) Ref No: DOT 226/2025 (X1 Post)
Concrete Team (St Helier) Ref No: DOT 227/2025 (X1 Post)
Concrete Team (Metro) Ref No: DOT 228/2025 (X1 Post)
Concrete Team (Isipingo) Ref No: DOT 229/2025 (X1 Post)

Cost Centre, Port Shepstone:

Signs Team (Port Shepstone South) Ref No: DOT 230/2025 (X1 Post)
Signs Team (Port Shepstone North) Ref No: DOT 231/2025 (X1 Post)
Material Testing (Port Shepstone) Ref No: DOT 232/2025 (X3 Posts)
Ground Survey (Port Shepstone) Ref No: DOT 233/2025 (X4 Posts)
Depot Team (Port Shepstone South) Ref No: DOT 234/2025 (X2 Posts)
Concrete Team (Umzinto) Ref No: DOT 235/2025 (X1 Post)
Concrete Team (Port Shepstone South) Ref No: DOT 236/2025 (X1 Post)

Cost Centre, Stanger:

Mechanical Stanger Ref No: DOT 237/2025 (X1 Post)
Material Testing (Stanger) Ref No: DOT 238/2025 (X4 Posts)
Ground Survey (Stanger) Ref No: DOT 239/2025 (X4 Posts)

Regional Office, Durban:

Ground Survey Ref No: DOT 240/2025 (X1 Post)
Material Testing and Control Ref No: DOT 241/2025 (X1 Post)

Ladysmith Region (X9 Posts):

Cost Centre Dundee:

Material Testing (Dundee) Ref No: DOT 242/2025 (X4 Posts)
Maintenance Team (Kranskop) Ref No: DOT 243/2025 (X1 Post)
Ground Survey (Dundee) Ref No: DOT 244/2025 (X1 Post)

Cost Centre, Estcourt:

Ground Survey (Estcourt) Ref No: DOT 245/2025 (X1 Post)
Depot Team (Bergville) Ref No: DOT 246/2025 (X1 Post)
Material Testing (Estcourt) Ref No: DOT 247/2025 (X1 Post)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X3 Posts):

Materials Testing Division Ref No: DOT 248/2025 (X1 Post)
Pavement Performance Monitoring Ref No: DOT 249/2025 (X2 Posts)

Empangeni Region (X1 Post)

Mechanical (Pongola) Cost Centre Vryheid Ref No: DOT 250/2025 (X1 Post)

REQUIREMENTS

:

Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge,
Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal,
communication and organizational skills. Ability to work independently.

| | | |
|----------------------------------|---|---|
| <u>DUTIES</u> | : | Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean, service and safe keeping of equipment and tools according to standards. |
| <u>ENQUIRIES</u> | : | Ms TP Nkosi (Ladysmith) Tel No: (036) -638 4400 Ms SA Afrika (Durban) Tel No: (031) 700 2222 Ms S Mngomezulu(Head Office) Tel No: (033) 355 8609 Mrs S Hlela (Empangeni) Tel No: (035) 787 1442 |
| <u>APPLICATIONS</u> | : | Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . |
| <u>FOR ATTENTION NOTE</u> | : | Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions. |
| <u>POST 02/163</u> | : | <u>FOOD SERVICES AID (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R131 265 per annum (Level 02) Empangeni Region (X1 Post): Road Traffic Inspectorate, Vryheid Ref No: DOT 251/2025 (X1 Post) Durban Region (X1 Post): Auxiliary Services (Metro) Ref No: DOT 252/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 8/ ABET. Knowledge, Skills and Competencies Required: Knowledge of electric appliances. Knowledge of safety procedures. Knowledge of Practice Notes. Knowledge of planning, organising, co-ordinating and training. Knowledge of Policies and procedures. Innovation and creativity skills. Problem solving and negotiation skills. Motivating and organising skills. Numeracy skills. Radio procedures. The ideal candidate should be a team player, honest reliable, innovative and flexible. He/she should have good interpersonal relations and adhere to Batho Pele principles. |
| <u>DUTIES</u> | : | Make tea/ coffee. Inventory of cutlery and crockery. Fill water bottles. Wash dishes and floor. Assist in keeping offices clean. |
| <u>ENQUIRIES</u> | : | Mr V Chetty (Empangeni) Tel No: (033) 355 8880 Ms S Africa (Durban) Tel No: (031) 700 2222 |
| <u>APPLICATIONS</u> | : | Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs . |
| <u>FOR ATTENTION NOTE</u> | : | Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions |
| <u>POST 02/164</u> | : | <u>CLEANER (X11 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R131 265 per annum (Level 02) Durban Region (X10 Posts): Cost Centre: Stanger: Mechanical Stanger Ref No: DOT 253/2025 (X1 Post) Depot Team (Ndwedwe) Ref No: DOT 254/2025 (X1 Post) Depot Team (Mandeni) Ref No: DOT 255/2025 (X1 Post) Cost Centre: Port Shepstone: Mechanical Port Shepstone Ref No: DOT 256/2025 (X1 Post) Depot Team (Port Shepstone South) Ref No: DOT 257/2025 (X2 Posts) Depot Team (Morrison's Post) Ref No: DOT 258/2025 (X1 Post) Cost Centre: Metro Depot Team (Umbumbulu) Ref No: DOT 259/2025 (X1 Post) Depot Team (St Helier) Ref No: DOT 260/2025 (X1 Post) Depot Team (Northdene) Ref No: DOT 261/2025 (X1 Post) Empangeni Region (X1 Post): Cost Centre: Eshowe: Depot Team (Inkandla) Ref No: DOT 262/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity. |
| <u>DUTIES</u> | : | Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor. |
| <u>ENQUIRIES</u> | : | Ms SA Afrika (Durban) Tel No: (031) 700 2222 Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442 |

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 02/165 : **GROUNDSMAN (X12 POSTS)**

SALARY CENTRE : R131 265 per annum (Level 02)
: **Durban Region (X10 Posts):**
Administrative Support (MLB Umbilo) Ref No: DOT 263/2025 (X1 Post)
Cost Centre: Stanger:
Depot Team (Mandeni) Ref No: DOT 264/2025 (X1 Post)
Auxiliary Services (Stanger) Ref No: DOT 265/2025 (X1 Post)
Cost Centre: Metro:
Depot Team (Northdene) Ref No: DOT 266/2025 (X1 Post)
Depot Team (Inanda) Ref No: DOT 267/2025 (X1 Post)
Depot Team (Umbumbulu) Ref No: DOT 268/2025 (X1 Post)
Auxiliary Services (Metro) Ref No: DOT 269/2025 (X1 Post)
Cost Centre: Port Shepstone:
Depot Team (Harding) Ref No: DOT 270/2025
Depot Team (South) Ref No: DOT 271/2025
Depot Team (Umzinto) Ref No: DOT 272/2025
Ladysmith Region: (X1 Post):
Cost Centre: Dundee:
Depot Team (Dundee) Ref No: DOT 273/2025 (X1 Post)
Empangeni Region (X1 Post):
Cost Centre: Ulundi:
Administration Support Nongoma Ref No: DOT 274/2025 (X1 Post)

REQUIREMENTS : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of plants and gardening techniques. Knowledge of health and safety rules and regulations. Ability to handle a range of horticultural machinery, powered hand tools and appliances. Good communication skills, both written and verbal. Basic literacy and numeracy skills. Friendly personality with excellent interpersonal skills. The ideal candidate should be punctual, reliable, responsible, teamwork orientated, honest and have integrity.

DUTIES : Maintain premises and surroundings: -Clean premises and surroundings. Empty dirt bins. Maintain the garden: - Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: - Detect and report malfunctioning of garden equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : Ms SA Afrika (Durban) Tel No: (031)700 2222
Ms TP Nkosi (Ladysmith) Tel No: (036)638 4400
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

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 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION CLOSING DATE : Ms N Cele
: 31 January 2025

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 be 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. 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: Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 02/166 : **DEPUTY DIRECTOR: SCM TRANSVERSAL POLICY & CAPACITY BUILDING REF NO: KZNPT 25/01**

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/Public Management/Administration (with majors in Law/Commerce/SCM). A minimum of 3 years' experience in junior management level in a Supply Chain Management 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: Knowledge of applicable National and Provincial policies and legislation is required, including: PFMA, MFMA, Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury Instruction / practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Skills: Communication, Computer literacy, Presentation, Inter-personal relations, Analytical and quantitative skills, Middle management skills, Interpretation of legislation, Project Planning and management, Financial Management, Research skills, Policy analysis and development, Decision making, Influencing, Report Writing and Conflict management skills.

DUTIES : Manage the research and analysis of various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards and guidelines. Monitor the development and the implementation of Supply Chain Management policies, practice notes, norms and standards, guidelines and reviewal of implementation strategies. Manage the provisioning of SCM capacity building to departments, public entities, municipalities and municipal entities. Advise internal and external stakeholders on aspects pertaining to SCM policies, practice notes, practice notes, norms and standards and guidelines. Manage Human Resources of the Sub-directorate.

ENQUIRIES : Mr. K Bezuidenhout Tel No: (033) 897 4254

POST 02/167 : **ASSISTANT DIRECTOR: SCM POLICY AND CAPACITY BUILDING REF NO: KZNPT 25/02**

SALARY : R444 036 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A NQF Level 7 Degree in Public Administration/Public Administration and Management/Financial Administration/Financial Management/Law. A minimum of 3 years' experience in a Supply Chain Management policy development 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: : Knowledge of applicable National and Provincial policies and legislation is required. PFMA. MFMA. Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Communication. computer literacy. Presentation. Inter-personal relations. Analytical and quantitative skills. Middle management skills. Interpretation of legislation. Project Planning and Management. Financial Management. Research skills. Policy analysis and development. Decision making. Influencing. Report writing. conflict management.

DUTIES : Research and analyse various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards, and guidelines. Develop and review the implementation strategies for SCM policies, practices notes, norms and standards and guidelines. Provide SCM capacity building to Departments, Public and Municipal entities. Provide advice and guidance to internal and external stakeholders on aspects pertaining to SCM policies, practices notes, norms and standards, guidelines and develop and review implementation strategies. Mangle resources of the Unit.

ENQUIRIES : Mr. K Bezuidenhout Tel No: (033) 897 4254

POST 02/168 : **ASSISTANT DIRECTOR: GOVERNANCE CLUSTER REF NO: KZNPT 25/03**

SALARY : R444 036 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF Level 7 qualification or higher in SCM, Law or Commerce. Minimum of 3 years' experience in a Supply Chain Management 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: Knowledge of applicable national and provincial policies and legislation is required, including: PFMA. MFMA. Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Communication. Computer literacy (Word, Excel and Presentation). Presentation. Inter-personal relations. Analytical and quantitative skills. Middle management skills. Interpretation of legislation. Project planning and management. Financial Management. Policy analysis and development. Decision making. Influencing. Report Writing. Conflict management.

DUTIES

: Implement and maintain all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Monitor, evaluate and report on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Provide SCM support to in all Provincial Departments, Municipalities and Public Entities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines in departments and municipalities. Manage the resources of the unit.

ENQUIRIES

: Mr N Sphengane Tel No: (033) 897 4528