



transport

Department:
Transport
Province of KwaZulu-Natal

DIRECTORATE:


Private Bag X9043, PIETERMARITZBURG, 3200
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200
Tel: 033 355 8920

Human Resource Practices
Enquiries: Mr B Hornsby

CIRCULAR OF VACANT POSTS

1. This circular is issued in terms of the provisions contained in Part 4, Regulation 65 of the Public Service Regulations, 2016 and in this regard, it is important to note that the Public Service is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (*race, gender and disability*) through the filling of these posts. Suitable candidates whose promotion/appointment will promote representivity in line with the applicable numerical employment equity targets of the Department will receive preference, particularly applicants with disabilities. **Persons with Disabilities will be preferred over other targeted groups when filling these posts due to the degree of their under-representivity within the Department.**
2. The contents of this circular must without delay be brought to the notice of all eligible employees. Supervisors must notify all potential candidates who may qualify for posts in this circular even if they are absent from their normal place of work.
3. NOTE:
 - (a) 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 must be initialed, 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.
Candidates short-listed for an interview will be required to provide the following documentation, on the date of the interview and failure to do so will result in the candidate being disqualified for the position:
 - Certified copies of qualifications, driver's licence (*where applicable*).
 - Copies of acting appointment letters for occupying acting positions (*where applicable*).
 - Identity Document/Permanent Resident Permit for non-RSA Citizens (*where applicable*).
 - Relevant registration with professional body (*where applicable*).
 - Certificates are required, however, if a certificate is only to be issued at the graduation in the future, the statement of results, together with a letter from the educational institution indicating the date of the graduation will be accepted.
 - (b) Should an applicant wish to apply for more than one post, separate applications (Z83) with a CV must be submitted for each post applied for.
 - (c) Under no circumstances will faxed applications be accepted. Any applications received after the closing date and time will not be considered. The onus is on applicants to ensure that their applications are submitted timeously.
 - (d) Shortlisted candidates may be required to undergo a competency test.
 - (e) Suitable candidates will be subjected to personnel suitability checks (*criminal record, citizenship, credit record, qualification verification and employment verification*) prior to employment and the appointment is subject to positive outcomes of these checks.
 - (f) The successful candidate will be required to enter into a performance agreement.
 - (g) 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 months of the closing date of this advertisement, please regard your application as being unsuccessful.
 - (h) Shortlisted candidates are required to submit their fingerprints at the designated fingerprint zone on or after the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to fill the advertised post(s) at any stage of the recruitment process.
 - (i) **Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 application form and CV directly to the email address appearing below each advert (KINDLY USE REF NO OF POST ONLY IN SUBJECT LINE OF EMAIL). (Please attach only ONE PDF file of all the required documents). Applications sent to the incorrect email address will not be considered. 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, emailing the Z83 and CV directly to the relevant department/entity or submit a hardcopy application as directed.**
 - (j) Applications may alternatively be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200 **OR** hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided. For the personal attention of Mr B. Hornsby.
 - (k) Closing date for applications is **12 July 2024 at 16h00.**

NB: THE DEPARTMENT IS CURRENTLY UNDERGOING A REVIEW OF ITS ORGANISATIONAL STRUCTURE WHICH MAY HAVE AN IMPACT ON THE LOCATION AND/OR THE AMENDMENT TO/ADDITION OF DUTIES TO SOME OF THE POSTS WHICH MAY BE INCLUDED IN THIS CIRCULAR


MR N. ZONDI
DIRECTOR: HUMAN RESOURCE ADMINISTRATION


DATE

POST: DEPUTY DIRECTOR: MONITORING AND COMPLIANCE (REF. NO. DOT 152/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(PUBLIC TRANSPORT REGULATORY ENTITY DIRECTORATE)

SALARY: R849 702 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- An undergraduate qualification in a Social Sciences or Commerce field (NQF Level 6 or higher); plus
- A minimum of 3 years junior management experience in the field of Public Transport; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the Public Transport Legislation and Prescripts, i.e. KZN Public Transport Act, National Land Transport Transition Act 22 of 2000, National Land Transport Act 5 of 2009, RSA Constitution, Public Service Regulations 2016 and Public Service Act 1994.
- Knowledge of Public Participation.
- Knowledge of Human Rights Act.
- Knowledge of Bill of rights.
- Knowledge of National Development Plan.
- Knowledge of Provincial Growth and Development Plan.
- Knowledge of Kwa-Zulu Natal Citizen's Charter.
- Knowledge of social dynamics of Kwa-Zulu Natal Communities.
- Mediation and facilitation skills.
- Communication (verbal and written) and presentation skills.
- Problem solving, decision making and leadership skills.
- Computer literacy.
- Language and listening skills.
- Analytical thinking and interpersonal relations skills.
- Strategic planning and organizational skills.
- The ideal candidate should be innovative, independent, meticulous, maintain confidentiality, be proactive, honest, have integrity, be reliable, patient and show commitment. He/she should also be professional, culturally sensitive, show perseverance, be impartial, dependable, teamwork orientated, creative, timeframe driven, work under pressure and have the ability to critically analyze information.

KEY PERFORMANCE AREAS:

- Manage public transport operations in order to identify potential conflict within the Region.
- Manage and mediate conflict situations within public transport.
- Establish and maintain engagements with public transport users in order to proactively deal with threats in public transport operations.
- Engage with the taxi industry, bus industry, freight industry, law enforcement, municipalities and other provinces on matters related to land transport.
- Investigate matters referred to the Public Transport Regulatory Services.

ENQUIRIES: Mr SJ Lunga

Tel. No.: 082 805 1347

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT152@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (*e-mailed applications should please be sent as **ONE ATTACHMENT***). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.

POST: CONTROL PROVINCIAL INSPECTOR (REF. NO. DOT 169/2024)

CENTRE: PUBLIC TRANSPORT ENFORCEMENT SERVICES:
• PROVINCIAL DRIVER LICENCE INSPECTORATE: HEAD OFFICE, PIETERMARITZBURG

SALARY: R849 702 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- A relevant tertiary qualification (3-year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus
- Registered as a Law Enforcement Officer; plus
- 3-5 years' management experience in a Traffic / Law Enforcement field; plus
- 7-10 years' working experience in a Traffic / Law Enforcement field; plus
- A valid driving licence (minimum code B); plus
- No criminal record.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge on how to manage the implementation of Public Transport and Traffic / Law Enforcement policies and regulations.
- Knowledge of driver fitness inspections.
- Knowledge of vehicle fitness inspections.
- Knowledge on the completion of Law Enforcement documents.
- Knowledge of operator fitness inspections.
- Knowledge of investigations.
- Working knowledge of applicable legislations – Public transport and traffic / law enforcement environment.
- Records, resource and customer relationship management skills.
- Performance, finance and conflict management skills.
- Projects, time and self-management skills.
- Risk, change and public information management skills.
- Planning, organising and people management skills.
- Service delivery, communication and decision-making skills.
- Results and quality management skills.
- Problem solving, report writing and workplace relations skills.
- Conflict management, monitoring and evaluation and management skills.
- Results/quality management skills.
- Innovation/continuous improvement skills.
- Analytical, negotiation and innovative skills.
- Computer literacy.

KEY PERFORMANCE AREAS:

- **Provide effective and efficient leadership:** Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials.
- **Evaluate the activities of the Provincial Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies:** Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the Province to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic / law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic / law enforcement and ensure alignment across these spheres.
- **Co-ordinate the collection and analysis of provincial law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery:** Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions.
- **Provide strategic leadership and mentoring to Provincial role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes within the Province. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the Province:** Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the Directorate. Ensure appropriate use of all facilities.

ENQUIRIES: Mr S Sithole

Tel. No.: 033-355 8826

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT169@kznttransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (*e-mailed applications should please be sent as ONE ATTACHMENT*). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.

POST: CHIEF PROVINCIAL INSPECTOR (03 POSTS)

CENTRE: PUBLIC TRANSPORT ENFORCEMENT SERVICES:

- ARMS AND AMMUNITION: HEAD OFFICE, PIETERMARITZBURG (01 POST)
(REF. NO. DOT 170/2024)
- PROVINCIAL DRIVER LICENCE INSPECTORATE: HEAD OFFICE, PIETERMARITZBURG (01 POST)
(REF. NO. DOT 171/2024)
- PUBLIC TRANSPORT ENFORCEMENT SERVICES: MKONDENI, PIETERMARITZBURG (01 POST)
(REF. NO. DOT 172/2024)

SALARY: R552 081 PER ANNUM (SALARY LEVEL 10)

REQUIREMENTS:

- A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus
- Registered as a Law Enforcement Officer; plus
- 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus
- 7-10 years' working experience in a Traffic Law Enforcement field; plus
- All valid relevant driving licenses (A and EC); plus
- No criminal record.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Extensive knowledge of Traffic Management policies and regulations.
- Knowledge of relevant legislations and traffic management regulations.
- Knowledge of vehicle inspections / impoundment.
- 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/ KEY PERFORMANCE AREAS:

- **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.

KEY PERFORMANCE AREAS CONTINUED:

- **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:

Mr S Sithole

Tel. No.: 033-355 8826

CLOSING DATE:

12 July 2024 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT170@kzntransport.gov.za, DOT170@kzntransport.gov.za & DOT170@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ASSISTANT DIRECTOR: INTERNAL CONTROL (REF. NO. DOT 153/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INTERNAL CONTROL DIRECTORATE)

SALARY: R 444 036 PER ANNUM (SALARY LEVEL 09)

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.

REQUIREMENTS:

- A Bachelor of Commerce Degree with major subjects in Auditing / Internal Auditing or a National Diploma in Internal Auditing (NQF Level 6); plus
- A minimum of 3 years' experience in an auditing admin inspection environment; plus
- Possession of a valid driver's licence (minimum Code B).

NOTE: The incumbent of this position will be required to travel and sleep out on a regular basis.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Understanding departmental vision, objectives, structures, communication channels and reporting procedures.
- Understanding of legislation, policies, instructions, delegations, regulations and procedures practices and managerial functions pertaining to the Public Sector and the Department.
- Procedural knowledge of BAS, budgets, inventories and assets, imprest accounting, HR matters, procurement of goods and services, voucher and payroll control, general administration.
- Knowledge of reporting procedures and work environment.
- Knowledge of systems: computerised stores, PERSAL and BAS.
- Labour Relations / Grievance procedural knowledge.
- Computer literacy.
- Knowledge of code of conduct.
- The post holder will be required to identify training needs with the area of responsibility and take the necessary action based on the findings and arrange for the desired training to be provided.
- Ability to interpret and apply legislation and policy.
- Ability to learn, understand and apply.
- Planning, coordination and organizing skills.
- Ability to use administrative, personnel and financial related systems.
- Problem solving and analytical thinking skills.
- Analytical, creative and innovating thinking skills.
- Excellent written and verbal communication skills.
- Presentation of training and workshop facilitation.
- Interpersonal relations skills.
- Motivational skills.
- The ideal candidate should be committed to organisational goals, comply with performance agreements, be service delivery orientated, responsible, self-motivated, self-disciplined, reliable, honest, loyal, trustworthy, accurate and punctual. He/she should also be an innovative thinker, be team-work orientated, have an interest in development, and be able to maintain confidentiality and professionalism.

KEY PERFORMANCE AREAS:

- Manage, control, monitor, execute and administer departmental internal control systems with stipulated legislation/regulation.
- Manage the resources of the component.
- Management of identified weaknesses and risks in terms of audit reports and ensure that recommended control measures to eliminate them are effected timeously and effectively.
- Provide expert advice on internal control systems, legislations and regulations.
- Manage and coordinate the internal and external audits process.
- Monitor implementation of action plan of internal and external audits.
- Manage the inspection programme on administrative, financial and human resource management functions throughout the Department including checking and updating administrative checklists.
- Identify training needs and report thereon.
- Ad hoc functions that Internal Control is responsible for.

ENQUIRIES: Mr M Khan

Tel. No.: 033 - 355 8634

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT153@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (*e-mailed applications should please be sent as ONE ATTACHMENT*). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.

POST: COMPLIANCE OFFICER: INTERNAL CONTROL (02 POSTS) (REF. NO. DOT 154/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INTERNAL CONTROL DIRECTORATE)

SALARY: R 376 413 PER ANNUM (SALARY LEVEL 08)

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.

REQUIREMENTS:

- National Diploma in Accounting or a National Diploma in Internal Auditing (NQF Level 6 or higher); plus
- One to two years' experience in Auditing / Internal Control / Risk Management / Investigations; plus
- A valid driver's licence (minimum code B).

NOTE: The incumbent of this position will be required to travel and sleep out on a regular basis.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Understanding of legislation / policies / instructions / delegations / regulations / procedures / methods / systems.
- Understanding of the Departmental vision, objectives, structures, functions, strategic plan, communication channels and reporting procedures.
- Knowledge of audit / inspection / investigation procedures and processes.
- Knowledge of PERSAL, Computerised stores, BAS and NaTIS.
- Knowledge of general administration, personnel, finance and budgets, inventories and assets, imprest accounting, receipting and banking of state monies and procurement (Supply Chain Management).
- Knowledge of the Code of Conduct.
- Knowledge of labour relations / grievance procedures.
- Computer literacy.
- Written and verbal communication skills.
- Informal training and presentation skills.
- Application and interpretation of legislation.
- Time management and financial management skills.
- Drafting of reporting points.
- Internal audit techniques.
- Lateral and innovative thinking skills.
- Planning and organisation skills.
- The ideal candidate should be teamwork orientated, focussed on organisational strategies, committed to organisational goals and organisational relationships. He / she should also be responsible, punctual, self-disciplined, reliable, honest, objective, diligent, loyal, accurate and have professionalism, be able to work with accuracy and maintain confidentiality.

KEY PERFORMANCE AREAS:

- Monitor compliance with stipulated legislation and/or Regulations Governing the Department.
- Implementation of the risk management strategy.
- Implement the anti-fraud and corruption prevention strategy.
- Education and awareness on internal controls, policies and legislation.
- Co-ordinate the implementation of Internal/ External audit process and any recommendations that arise.

ENQUIRIES: Mr M Khan

Tel. No.: 033 - 355 8634

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT154@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ASSISTANT DIRECTOR: SPECIALISED PROCUREMENT (DOT 155/2024)

CENTRE: MOTOR TRANSPORT SERVICES: PIETERMARTZBURG

SALARY: R 444 036 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An appropriate recognised Bachelor's Degree or National Diploma in Supply Chain Management, Public Management, Business Administration or related field (NQF Level 6); plus
- A minimum of 3 years supervisory experience in a Procurement / Supply Chain Management environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the PFMA and Treasury instructions.
- Knowledge of the General Delegations of Authority.
- Knowledge and the ability to apply the new Public Service Regulations and Labour Relations Act.
- Knowledge of the Basic conditions of Employment Act, Employment Equity Act, Skills Audit and Development Act, Public Service Act.
- Knowledge of Human Resource Management and Financial Administration policy as well as prescripts.
- Knowledge of the drafting of contracts and the concluding thereof.
- Knowledge of Public Service reporting procedures.
- Knowledge of Supply Chain Management.
- Knowledge of Hardcat.
- Knowledge of the Road Traffic Act (Act 93 of 1996) in terms of the registration and licensing of motor vehicles.
- Knowledge of e-NaTIS cashier and balancing transactions.
- Knowledge of PPPFA, BBBEE and other applicable regulations and policies, procurement of goods and/or services for the achievement of the departmental strategic objectives.
- Knowledge of research and gathering of information.
- Knowledge of interpretation of legislation, policies and statistics.
- Understanding of all prescripts, practices and procedures.
- Problem solving and decision making skills.
- Computer Literacy (MS Word, Excel, Power-point, Outlook)
- Excellent Microsoft excel skills
- Report writing and formulation skills.
- Good interpersonal relationship skills.
- Ability to deal with a variation of functions at any given time without losing control.
- Skills in the Interpretation and application of policies/legislation.
- Research, policy formulation and supervisory skills.
- Analytical thinking, strategic planning and co-ordination skills.
- Financial Management and team building skills.
- Excellent communication (verbal, written and networking) skills.
- Project management, presentation and facilitation skills.
- Motivation/leadership and negotiation skills.
- Analytical, creative and innovative thinking skills.
- The ideal candidate should be honest and have integrity, an innovative thinker, receptive to ideas and suggestions, reliable and accurate. He/she must believe in openness and transparency and be a team leader, have the ability to work independently, be able to work under pressure and have an employee-oriented management style – more emphasis is placed on motivating staff rather than controlling sub-ordinates.

KEY PERFORMANCE AREAS:

- Control and co-ordinate the procurement and provisioning of goods and services.
- Control and co-ordinate the procurement and purchase of official vehicles for Provincial and certain National Departments and provide support on procedures and policy on matters associated with the purchase of official vehicles.
- Co-ordinate and monitor the Registering Authority function of Registration and Licensing of all Government Vehicles on the eNATIS system for all Provincial Departments and certain National Departments within the province of KwaZulu-Natal and to exercise General Delegations of Authority.
- Co-ordinate and monitor the maintenance of an accurate Provincial Vehicle Asset Register as well as Asset Information to facilitate reports to management including the co-ordination of annual physical verification exercise.
- Manage the resources within the component.

ENQUIRIES:

Mr B Ngubane

Tel. No.: 033 - 395 1898

CLOSING DATE:

12 July 2024 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT155@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ASSISTANT DIRECTOR: DEMAND (REF. NO. DOT 156/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: R444 036 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in a Financial Management, Supply Chain Management or Commerce field (NQF level 7 or higher); plus
- A minimum of 3 years' supervisory experience in a Financial Management, Supply Chain environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Provincial and National Treasury Regulations.
- Knowledge of SCM Practice Notes and Procedures.
- Knowledge of the Public Finance Management Act and Public Service Regulations.
- Knowledge of Infrastructure Delivery Management System (IDMS) principles.
- Knowledge of Project Management Principles.
- Knowledge of the Labour Relations Act.
- Knowledge of the Employee Performance and Management Development System.
- Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act.
- Knowledge of Legislative Mandates.
- Knowledge of Management of Information Systems.
- Knowledge of National Development Plan and Skills Development Act.
- Knowledge of Provincial Growth and Development Plan and Public Service Act.
- Financial Management, Project Management and Project Planning skills.
- Report Writing, Presentation and Facilitation skills.
- Decision Making and Analytical skills.
- Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook).
- Time Management, Problem Solving and Leadership skills.
- Communication skills (Verbal and Written).
- Ability to work under pressure.
- The ideal candidate should be proactive, innovative, honest and have integrity. He/she should also be reliable, have commitment, be professional and punctual.

KEY PERFORMANCE AREAS:

- Develop annual procurement plan.
- Compile specification for demand management.
- Develop and implement the sourcing strategy.
- Administer supplier complaints and queries.
- Provide advice and guidance and input to policy.
- Manage resources of the Division.

ENQUIRIES: Mr N Ludidi

Tel. No.: 033 - 355 8854

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT156@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: CONTROL ENGINEERING TECHNICIAN GRADE A: CONTRACTS (REF NO. DOT 157/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: COMMENCING SALARY: R 522 741 PER ANNUM (OSD)

REQUIREMENTS:

- A National Diploma in Engineering (NQF level 6), plus
- 6 (Six) years post qualification technical experience; plus
- Compulsory Registration with 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 Infrastructure Delivery Management System (IDMS) principles and Infrastructure Procurement methodologies.
- Knowledge of project management.
- Technical design and analysis knowledge.
- 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 skills.
- Creativity skills.
- Financial management skills.
- Customer focus and responsiveness skills.
- Communication skills.
- Computer skills.
- People management skills.
- Planning and organizing skills.
- Change management skills.
- The ideal candidate should be innovative, independent, time-frame driven, meticulous, proactive and maintain confidentiality. He/She should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.

KEY PERFORMANCE AREAS:

- Manage technical services.
- Manage administrative and related functions.
- Research and development.
- Manage, supervise and control technical and related personnel and assets.

ENQUIRIES: Mr N Ludidi

Tel. No.: 033 - 355 8854

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT157@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: SUPPLY CHAIN CLERK (SUPERVISOR): CONTRACTS MANAGEMENT (REF. NO. DOT 158/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG /
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: R308 154 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus
- A minimum of 3 years' appropriate / procurement experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, contract management practices, as well as the ability to capture data, operate a computer and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Procurement.
- Basic knowledge of work procedures in terms of the working environment.
- Job Knowledge.
- Flexibility and teamwork skills.
- Good interpersonal relations skills.
- Computer skills (SCM systems).
- Planning and organization skills.
- Language skills.
- Good communication skills (verbal and written).
- The ideal candidate should be innovative, independent, time frame driven, meticulous, maintain confidentiality and proactive. He/She should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.

KEY PERFORMANCE AREAS:

- Supervise and render document management services.
- Supervise and render demand and acquisition clerical services.
- Supervise and undertake logistical support services.
- Supervise human resources/staff.

ENQUIRIES: Mr N Ludidi

Tel. No.: 033 - 355 8854

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT158@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: SUPPLY CHAIN CLERK (SUPERVISOR): DEMAND MANAGEMENT (04 POSTS) (REF. NO. DOT 159/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: R308 154 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus
- A minimum of 3 years' appropriate / procurement experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, practices, as well as the ability to capture data, operate a computer and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Procurement.
- Basic knowledge of work procedures in terms of the working environment.
- Job Knowledge.
- Flexibility and teamwork skills.
- Good interpersonal relations skills.
- Computer skills (SCM systems).
- Planning and organization skills.
- Language skills.
- Good communication skills (verbal and written).
- The ideal candidate should be innovative, independent, time frame driven, meticulous, maintain confidentiality and proactive. He/She should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.

KEY PERFORMANCE AREAS:

- Supervise and render document management services.
- Supervise and render demand and acquisition clerical services.
- Supervise and undertake logistical support services.
- Supervise human resources/staff.

ENQUIRIES: Mr N Ludidi

Tel. No.: 033 - 355 8854

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT159@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: SUPPLY CHAIN CLERK (PRODUCTION): DEMAND MANAGEMENT (04 POSTS) (REF. NO. DOT 160/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: R216 417 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, practices, as well as the ability to capture data, operate a computer and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Procurement.
- Basic knowledge of work procedures in terms of the working environment.
- Job Knowledge.
- Flexibility and teamwork skills.
- Good interpersonal relations skills.
- Computer skills (SCM systems).
- Planning and organization skills.
- Language skills.
- Good communication skills (verbal and written).
- The ideal candidate should be innovative, independent, time frame driven, meticulous, maintain confidentiality and proactive. He/She should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.

KEY PERFORMANCE AREAS:

- Render document management clerical support.
- Render demand clerical services.
- Render acquisition clerical services.
- Render logistical support services.

ENQUIRIES: Mr N Ludidi

Tel. No.: 033 - 355 8854

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT160@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ZIBAMBELE CO-ORDINATOR (ASSISTANT MANAGER: ZIBAMBELE) (REF. NO. DOT 161/2024)

CENTRE: REGIONAL OFFICE, EMPANGENI

SALARY: R444 036 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4, plus;
- An appropriate Bachelor's degree or National diploma; plus
- A minimum of 3 years experience in a community development; plus
- Valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Understanding of Departmental and public service legislation.
- Knowledge of intergrated development policies and practices and research.
- Understanding of Public Finance Management Act and Treasury Regulations/ policies/ instructions/ delegations/ regulations/ procedures in use in the public sector.
- Knowledge of policy development/ formulation.
- Knowledge of various administrative, policies and procedures pertaining to community development programme.
- Knowledge of computer-based information.
- Knowledge of entrepreneurial and empowerment policies.
- Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures.
- Knowledge of budgetary and expenditure control.
- Knowledge of project management.
- Understanding of rural developmental matters/ projects with regard to poverty alleviation, community needs and gender issues.
- Understanding of cultural protocol.
- Understanding the operation/ establishment of the co-operatives.
- Ability to interpret, learn and apply policies and procedures.
- Analytical and innovative thinking skills.
- Planning and organizing skills.
- Co-ordination skills.
- Interpersonal relations skills.
- Financial management skills.
- Language skills.
- Research, policy information and managerial skills.
- Ability to develop training material.
- Problem solving, decision making and negotiation skills.
- Motivation skills.
- Technical skills.
- Management/ supervisory skills (financial, human resources).
- Computer skills.
- Team building skills.
- Excellent communication skills (verbal, written).
- Presentation and facilitation skills.
- Report writing skills.
- The ideal candidate should be approachable, motivated and receptive to new ideas, be able to work independently, be committed to organizational objectives projects and programmes, be improvement/ development orientated be credible and self-disciplined, be responsible, transparent, creative, dedicated, patient, energetic, enthusiastic, honest, reliable, open and transparent, be a team player and be willing to communicate with all types of people. He/ she should also show demonstrated interest in development and poverty alleviation.

KEY PERFORMANCE AREAS

- Implementation and management of Zibambele Programme.
- Prepare and control the Zibambele regional business plan.
- Determine the most effective work procedures and methods to achieve organizational goals.
- Manage resources.

ENQUIRIES: MR GS DLAMINI

Tel. No.: 035 787 1442

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT161@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (*e-mailed applications should please be sent as ONE ATTACHMENT*). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.

POST: PERSONAL ASSISTANT (to the DIRECTOR: HUMAN RESOURCE ADMINISTRATION)
(REF. NO. DOT 162/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(HUMAN RESOURCE ADMINISTRATION DIRECTORATE)

SALARY: R308 154 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Secretarial Diploma or equivalent qualification related to secretarial; plus
- A minimum of 3 years' experience in rendering a support service to senior management.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the relevant legislation/policies/prescripts and procedures.
- Basic knowledge of financial administration.
- Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- Good telephone etiquette.
- Computer Literacy.
- Sound organizational skills.
- Good people management skills.
- High level of reliability.
- Written communication skills.
- Ability to act with tact and discretion.
- Ability to do research and analyze documents and situations.
- Good grooming and presentation skills.
- Self-management and motivation skills.
- Able to work under pressure.
- Willingness to work long hours.
- Ability to maintain a high level of confidentiality.
- Knowledge of Records management.

KEY PERFORMANCE AREAS:

- Provide a secretarial/receptionist support service to the Director.
- Render administrative support services.
- Provide support to Director regarding meetings.
- Support the Director with the administration of the budget.
- Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- Proofread and analyse submissions/documents and advise the Director accordingly.

ENQUIRIES: Mr N Zondi

Tel. No.: 033 – 355 8902

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT162@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ADMINISTRATIVE CLERK (SUPERVISOR): ADMINISTRATION SUPPORT SERVICES
(REF. NO. DOT 173/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(PUBLIC TRANSPORT ENFORCEMENT SERVICES DIRECTORATE)

SALARY: R308 154 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus
- A minimum of 3 years' experience in an administrative environment.
- A valid driver's licence (minimum Code B)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Finance Management Act 1999.
- Knowledge of delegation of authority.
- Knowledge of other computerized systems such as Persal, BAS and OPUS
- Knowledge of practices of Public Service Regulations, management of Departmental policies and Labour Relations Act.
- Good communication skills (written and verbal).
- Innovative thinking skills.
- Interpersonal relations skills.
- Computer literacy.
- Leadership skills.
- Negotiation skills.
- Analytical and interpretation skills.
- The ideal candidate should be trustworthy, loyal, friendly, courteous and diplomatic. He/she should also have integrity, honesty, be open-minded and independent, accountable and responsible.

KEY PERFORMANCE AREAS:

- Co-ordinate all financial, procurement and personnel related transactions at the Public Transport Enforcement Unit i.e. actual functions like compiling stats, completing requisitions, monthly and yearly expenditure.
- Ensure correct application of personnel policies and financial regulations through support, monitoring and training.
- Supervision of personnel.
- Strengthen the Public Transport Enforcement Unit

ENQUIRIES: Mr S Sithole

Tel. No.: 033-355 8826

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT173@kznttransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATION SUPPORT SERVICES
(REF. NO. DOT 174/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(PUBLIC TRANSPORT ENFORCEMENT SERVICES DIRECTORATE)

SALARY: R216 417 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- 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 other computer applications such as MS Word and MS Excel.
- Sound knowledge, interpretation and understanding of payment procedures and filing systems.
- Knowledge of Public Finance Management Act 1999.
- Good communication skills (written and verbal).
- Innovative thinking skills.
- Interpersonal relations skills.
- Computer literacy.
- The ideal candidate should be trustworthy, loyal, friendly, courteous and diplomatic. He/she should also have integrity, honesty, be open-minded and independent, accountable and responsible.

KEY PERFORMANCE AREAS:

- Process all overtime, sub-car and S&T transactions for all staff members of the unit as well as payment transactions.
- Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system.
- Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles.
- Typing of correspondence and filing, which includes control and safekeeping of documents.
- Attend to general public enquiries.
- Compiling and typing of minutes for meetings.
- General office administration.

ENQUIRIES: Mr S Sithole

Tel. No.: 033-355 8826

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT174@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ADMINISTRATIVE CLERK (PRODUCTION) (01 POST)
CENTRE: LADYSMITH REGION:
RTI GREYTOWN (01 POST) (REF. NO. DOT 163/2024)
SALARY: R216 417 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of the legislative framework governing the Public Service.
- Knowledge of clerical duties and practices.
- Ability to capture data and collect statistics.
- Computer literacy.
- Good verbal and written communication skills.
- Planning and organising skills.
- Good interpersonal relations skills.
- The ideal candidate should be honest, trustworthy reliable, flexible, innovative and creative. He / she should also have the ability to work as a team, have self-discipline, be hardworking, friendly and courteous.

KEY PERFORMANCE AREAS:

- 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 within the component.

ENQUIRIES: Mr LA Ngema Ladysmith Region Tel. No. 036 - 6376951

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT163@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ADMINISTRATIVE CLERK (PRODUCTION); ADMINISTRATIVE SUPPORT (REF. NO. DOT 164/2024)

CENTRE: MOTOR TRANSPORT SERVICES: PIETERMARITZBURG

SALARY: R216 417 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- Senior Certificate/National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of applicable HR legislation, Good Governance Principles, Batho Pele and Delegations of Authority.
- Knowledge of computer systems, such as PERSAL and Microsoft Office.
- Knowledge of minute taking.
- Knowledge of reporting procedures.
- Organizational and co-ordination skills.
- Verbal and written communication skills.
- Negotiation and telephone etiquette skills.
- Problem solving skills.
- The ideal candidate should be able to work under pressure, be accurate and have ability to interpret and apply policy. He/ she must be trustworthy, honest, have integrity, be professional, responsible and accountable and teamwork orientated.

KEY PERFORMANCE AREAS:

- Provide general administrative support services to the entire Directorate.
- Make all travel and accommodation arrangements/bookings for all staff in the Directorate in terms of the PFMA and Departmental Policy.
- Arrange interviews/meetings, as well as the recording/transcribing, compiling of minutes.
- Maintain an effective personnel support service to the Directorate by updating "dummy" files.

ENQUIRIES: Ms TI Magubane

Tel. No.: 033 – 395 1849

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT164@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES (REF. NO. DOT 165/2024)

CENTRE: COST CENTRE, VRYHEID: EMPANGENI REGION

SALARY: R216 417 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- 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, and operate a computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.
- Computer Literacy.
- Good interpersonal relations.
- Planning and organization skills.
- Language skills.
- Good verbal and written communication skills.
- The ideal candidate should have job knowledge, be flexible and be teamwork orientated.

KEY PERFORMANCE AREAS:

- 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.

ENQUIRIES: Mr SB Mkhwanazi

TEL: 034 - 980 0405

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT165@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: SUPPLY CHAIN CLERK (PRODUCTION) (REF. NO. DOT 166/2024)

CENTRE: COST CENTRE, VRYHEID: EMPANGENI REGION

SALARY: R216 417 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of PFMA and financial regulations.
- Knowledge of Delegations of Authority.
- Knowledge of Procurement processes and procedures.
- Knowledge of KZN Tender Board Act.
- Knowledge of Provincial Treasury Practice Notes.
- Knowledge of Quotation/Tender procedures/Acts.
- Knowledge of Departmental reporting structures.
- Knowledge of EPMDs.
- Knowledge of general admin procedures
- Knowledge of legislation procedures and processes pertaining to the Public Sector.
- Knowledge of BAS requirements.
- Computer Literacy
- Ability to interpret legislation/policies/contracts.
- Planning and organizing skills.
- Good verbal and written skills.
- Accounting skills.
- Problem solving skills.
- The ideal candidate should have the ability to make decisions, work independently, work under pressure and meet deadlines, must have good interpersonal relations, be a team player, be self-disciplined, loyal, honest, comply with the Code of Conduct. He/she must be able to learn, understand and apply their mind.

KEY PERFORMANCE AREAS:

- Effective and efficient maintenance of contracts, tenders, documents and files
- Processing of orders for requisitioned goods and services in terms of PFMA, Treasury Regulations, Practices Notes prescripts.
- Processing of payments in terms of Procurement procedures and policies.
- Comply with general admin practices pertaining to procurement and legislation/practices pertaining to the public sector with specific reference to procurement.
- Correct provision of expenditure information and assistance to internal/external customers.

ENQUIRIES: Mr SB Mkhwanazi

TEL: 034 - 980 0405

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT166@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: SWITCHBOARD OPERATOR (REF. NO. DOT 175/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(PUBLIC TRANSPORT ENFORCEMENT SERVICES DIRECTORATE)

SALARY: R183 279 PER ANNUM (SALARY LEVEL 04)

REQUIREMENTS:

- Grade 10.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of legislation, processes and procedure pertaining to Public Sector.
- Computer Literacy.
- Knowledge of communication systems.
- Ability to interpret procedures / policies.
- Ability to learn and apply.
- Communication skills (verbal & writing).
- Interpersonal skills.
- Planning and organising skills.
- The ideal candidate should be responsible, punctual, conscientious, teamwork orientated, loyal, honest and must be able to comply with code of conduct.

KEY PERFORMANCE AREAS:

- Professional Telecommunication/Reception services.
- Efficient performance of general typing duties.
- Effective and accurate control of private calls and register.
- Effective venue arrangements.
- Efficiently deal with office maintenance / repairs related matters.

ENQUIRIES: Mr S Sithole

Tel. No.: 033-355 8826

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT175@kznttransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (e-mailed applications should please be sent as **ONE ATTACHMENT**). Applications sent to the incorrect email address will not be considered. **For the personal attention of Mr B Hornsby.**

POST: ROAD WORKER (36 POSTS)

CENTRE: **EMPANGENI REGION (36 POSTS):**
AREA OFFICE, NONGOMA (22 POSTS)
AREA OFFICE, MAHLABATHINI (14 POSTS)

(REF. NO. DOT 167/2024)
(REF. NO. DOT 168/2024)

SALARY: R155 148 PER ANNUM (SALARY LEVEL 03)

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.

REQUIREMENTS:

- 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.

KEY PERFORMANCE AREAS:

- **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.
 - ❖ Road 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 T Sithole

Tel. No.: 033 – 355 0543

CLOSING DATE: 12 July 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, 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, 3200 in the vacancy box provided.

Applications may also be e-mailed to: DOT167@kzntransport.gov.za & DOT168@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. DOT 01/2024) (*e-mailed applications should please be sent as ONE ATTACHMENT*). Applications sent to the incorrect email address will not be considered. For the personal attention of Mr B Hornsby.