

POSTS ADVERTISEMENT

POST: **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE MAINTENANCE AND TECHNICAL SUPPORT**

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REF. NO. HO/DDG/IMTS/112021

SALARY LEVEL: 15

TOTAL PACKAGE: R1, 544,415 per annum (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

REQUIREMENTS: Under Graduate qualification (NQF 7) and a Post Graduate qualification (NQF Level 8) in Infrastructure Development field/Construction Management field/Built environment and 8-10 years Senior Management experience in Infrastructure Development field/Construction Management field/Built environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence. The recommended candidate will be required to also produce a SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

KEY PERFORMANCE AREAS:

- Manage and coordinate infrastructure programme co-ordination.
- Manage and facilitate construction safety and systems
- Manage expanded public works programme
- Oversee the management of regional services
- Oversee the development and implementation of policies
- Manage the resources of the Branch.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Understanding of all relevant prescripts
- Interpretation and application of policies / legislations
- Project Management skills
- Financial Management skills
- Strategic Planning and coordination skills
- People management and empowerment skills
- Analytical, creative and innovative thinking skills

Enquires: Mr PW Duma (Deputy Director-General: Corporate Services): Tel: 033 – 260 4089

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: CHIEF FINANCIAL OFFICER

CENTRE: HEAD OFFICE, PIETERMARITZBURG

SALARY: R1, 269,951 per annum (all inclusive package to be structured in accordance with the rules for SMS)

REF: CFO/130522

SALARY LEVEL: 14

REQUIREMENTS: Grade 12 plus an appropriate Bachelor's Degree or Advanced Diploma (NQF Level 7), plus an appropriate post graduate qualification in financial or business management/administration and five (5) years of experience at a senior management level in a commercial finance / operational environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will be required to also produce a SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

KEY PERFORMANCE AREAS: Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realise the objectives of the Annual Performance Plan. Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money for good and services. Manage construction procurement services and Internal Control. Manage the development and implementation of policies. Manage the resources.

SKILLS, KNOWLEDGE& COMPENTENCIES: Knowledge of relevant prescripts and strategies. Strategic capacity and leadership. Problem solving and analytical thinking. People management, client orientation and customer focus. Financial management.

ENQUIRIES: Mr SP Majola (Acting Head: Public Works) 033 – 3555560

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.

1. DIRECTIONS TO CANDIDATES

Note to applicants:

- 1.1 The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences,

provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.

1.2 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.

1.3 **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 as follows;**

Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg

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 applicant's responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA).

1.5 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.

1.6 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.

1.7 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.

CLOSING DATE: 15 July 2022