



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 0443

Human Resource Practices
Enquiries: Ms T Madlala

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 following email address HRRrecruitment@kzntransport.gov.za (KINDLY USE REF NO OF POST IN SUBJECT LINE OF EMAIL). 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 **25 March 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

POST: ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (REF NO. DOT 61/2024)

CENTRE: OFFICE OF THE MEC

SALARY: R811 560 per annum (all-inclusive remuneration package) (Salary Level 11)

REQUIREMENTS:

- An undergraduate qualification in Public Administration / Social Science or related field (NQF Level 6); plus
- A minimum of 3 years supervisory experience in the Public Service within an executive support environment; plus
- Possession of a valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.
- Proven management competencies.
- Working knowledge of the political and parliamentary processes in South Africa.
- Computer literacy.
- Applied strategic thinking skills.
- Skills in applying technology.
- Budgeting and financial management skills.
- Communication and information management skills.
- Continuous improvement skills.
- Citizen focus and responsiveness skills.
- Skills in developing others.
- Diversity management skills.
- Impact and influence skills.
- Skills in managing interpersonal conflict and resolving problems.
- Networking and building bonds skills.
- Planning and organizing skills.
- Problem solving and decision-making skills.
- Project management skills.
- Team leadership skills.

KEY PERFORMANCE AREAS:

- Manage the administrative and coordination activities within the office of the executive authority.
- Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority.
- Render a cabinet/executive council support service to the executive authority.
- Supervise employees.

ENQUIRIES: Mr SZ Sibisi

TEL. NO.: 033 3558600

CLOSING DATE: 25 March 2024(@16h00)

POST: ASSISTANT DIRECTOR: TECHNICAL INTERVENTIONS (02 POSTS) (REF. NO. DOT 62/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(EMPOWERMENT PROGRAMMES)

SALARY: R 424 104 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- Minimum NQF level 06 Diploma in Civil Engineering; plus
- A minimum of 3 years supervisory experience in transformation within the infrastructure environment; plus
- A valid driver's licence (minimum code B)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Republic of South Africa Constitution.
- Public Finance Management Act.
- Knowledge of CIDB Act and procedures.
- Knowledge and understanding of Department of Trade and Industry Commission relating to the B-BBEE Codes of Good Practice.
- Knowledge and understanding of construction and Infrastructure regulations and ways of working.
- Understanding legislation and policies related to transformation.
- National Development Plan.
- Knowledge of the Provincial Growth and Development plan Strategy.
- Knowledge of Operation Vula other provincial transformation strategies.
- Promotion of Equality and Prevention of Unfair Discrimination.
- Knowledge of Batho Pele.
- Knowledge of reporting procedures and work environment.
- Knowledge of the good code of conduct.
- Knowledge of Public Service Act.
- Knowledge of National and Provincial Practice Notes.
- Knowledge of Labour Relations Act.
- Knowledge of Human Resource Development Strategy of South Africa.
- Knowledge of Skills Development Act.
- Knowledge of Service Delivery Frameworks.
- Teamwork and Conflict Management.
- Leadership and Innovation skills.
- Excellent communication skills (Verbal and Written)
- Ability to analyze and present quantitative and qualitative data.
- Coordination skills.
- Ability to Work Under Pressure.
- Computer literacy.
- Facilitation Skills.
- Change Management Skills.
- Research Skills.
- Project management Skills.
- Community Development Skills.
- Interpretation and compilation of management reports.
- The ideal candidate should be committed to organizational goals, service delivery orientated, must have the ability to work as a team, ability to show professionalism, must be honest, accuracy, confidential, punctual and must also be an innovative thinker.

KEY PERFORMANCE AREAS:

- Implement transformation strategies in compliance with CIDB and Broad Based Black Economic Empowerment Act.
- Render procedural advice and training to all relevant Department stakeholders regarding BBB-EE and relevant changes in the CIDB Act.
- Implement new business support programmes targeting at SMMEs owned by designated groups within the transportation sector.
- Liaise with Departmental and external stakeholders and report on transformation.
- Support in the development of policies and strategies aimed at improving service delivery.
- Manage resource of the sub-directorate.

ENQUIRIES: Mr N Sithole

Tel No.:033 3558788

CLOSING DATE: 25 March 2024 (@16h00)

POST: ASSISTANT DIRECTOR: CUSTOMER CARE (REF NO. DOT 63/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(PROVINCIAL REGULATORY ENTITY)

SALARY: R 424 104 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An appropriate recognized Bachelor's degree or National Diploma in Public Administration/ Public Management (NQF Level 6 or higher); plus
- A minimum of 3 years supervisory experience within counter services; plus
- A valid driver's licence (code B or higher).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Transport Legislation and Regulations.
- Knowledge of Public Service Financial Management Legislations, procedures and regulations (PFMA, PSA, PSR, PPPFA, and financial manual etc.).
- Knowledge Of Public Service Act policies and regulations.
- Knowledge of Batho Pele Principles.
- Knowledge of Public Transport Dynamics.
- Computer literacy.
- Good communication skills (written and verbal).
- The ideal candidate should be honest, reliable and efficient.

KEY PERFORMANCE AREAS:

- Manage the entire public counter which includes registration and licensing, cashier, back up services, issuing and upliftment of permit/ operating license.
- Provide administrative support to the Director: Regulation and Support and liaise with relevant stakeholders in terms of service level agreements.
- Co-ordinate registration and licensing services at the counter.
- Improve registration and administration.
- Supervise revenue collection.
- Manage Registration and Administration services.

ENQUIRIES: Ms NP Hlophe

TEL.NO.: 033 3558098

CLOSING DATE: 25 March 2024(@16h00)

POST: ASSISTANT DIRECTOR: BUDGET PLANNING (REF. NO. DOT 64/2024)

CENTRE: **INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG**
(TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES BRANCH)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

NOTE: **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

- An Undergraduate qualification with Finance / Public Finance/ Accounting field (NQF Level 7 or higher); plus
- A minimum of 3 years supervisory experience within a financial management environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Extensive knowledge of the financial prescripts of the Public Finance Management Act and Treasury Regulations.
- Knowledge of advanced financial and analytical methodologies.
- Knowledge of the financial management information systems in the Province.
- Knowledge of the Labour Relations Act.
- Knowledge of computer-based information systems.
- Knowledge of Public Service regularity framework.
- Knowledge of Best Practices.
- Knowledge of Practice Notes.
- Knowledge of political and socio-economic environment.
- Knowledge of Provincial policy priorities.
- Project Management skills.
- Communication skills.
- Functional ability.
- Coaching and developing people skills.
- Statistical and financial information system skills.
- Report writing and general (academic) writing skills.
- Computer skills – word processing packages (Ms Word), spreadsheets (Ms Excel) and presentation packages.
- The ideal candidate should be a quick thinker and have the ability to think independently and work with minimum direct supervision. He / she should also be an innovative thinker, have the ability to apply statistical and other research output in preparing the budget in line with performance budgeting system, have problem solving skills, be a team player and have the ability to communicate at a high level.

KEY PERFORMANCE AREAS

- Co-ordinate budgetary services, annual budget formulation, preparation of estimate and adjustments and consolidation and presentation of budget.
- Implement accounting policies and procedures to ensure that the Branch complies with the general recognized accounting processes.
- Analyse and monitor the budgetary estimates and adjustments.
- Develop internal control systems to minimize risk in the system.
- Consolidate monthly management reports, appropriation accounts and financial statements and consolidate cash flow projections for the Branch, render support to the Branch in respect of financial accounting and reporting.

ENQUIRIES: Ms PN Mshengu

TEL. NO.: 033 3550547

CLOSING DATE: 25 March 2024 (@16h00)

POST: ASSISTANT DIRECTOR: BUDGET MANAGEMENT (REF. NO. DOT 65 /2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES BRANCH)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

NOTE: 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

- An Undergraduate qualification with Finance / Public Finance/ Accounting field (NQF Level 7 or higher); plus
- A minimum of 3 years supervisory experience within a public financial environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED

- Extensive knowledge of financial prescripts governing the Public Service (PFMA, Treasury Regulations and Practice Notes).
- Knowledge of advanced financial and analytical methodologies.
- Knowledge of provincial policy priorities.
- Knowledge of policy analyses.
- Knowledge and skills in project management.
- Planning skills
- Communication skills.
- Coaching and team development skills.
- Functional ability.
- Report writing and general (academic) writing skills.
- Computer literacy– word processing packages (Ms Word), spreadsheets (Ms Excel) and presentation packages.
- The ideal candidate should be a quick thinker, have the ability to think independently and work with minimum direct supervision. He / she should also be an innovative thinker, have the ability to apply statistical and other research output in preparing the budget, have problem solving skills, be a team player and have the ability to communicate at a high level.

KEY PERFORMANCE AREAS

- Monitor, analyse and control the Branch's budget in order to ensure compliance with the PFMA, Treasury Regulations and the overall strategic objectives of the Department as per the Budget statement.
- Revise cash flow projections, complete operational plan.
- Provide monthly variance schedule for the Branch.
- Undertake research and basic project management in respect of the budget of a specific programme.
- Manage, train and develop staff.

ENQUIRIES: Ms PN Mshengu

TEL. NO.: 033 3550547

CLOSING DATE: 25 March 2024 (@16h00)

POST: SENIOR PROVINCIAL INSPECTOR (02 POSTS)

CENTRE: **EMPANGENI REGION:**
RTI MTUBATUBA (REF. NO. DOT 66/2024)

PIETERMARITZBURG REGION:
RTI IXOPO (REF. NO. DOT 67/2024))

SALARY: R294 321 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate; plus
- Basic Traffic Officer's Diploma; plus
- Registered as a Traffic Officer; plus
- A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus
- A valid driving licence (minimum code B); plus
- Applicants must possess no criminal record.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations.
- Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents.
- Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies.
- Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11.
- Knowledge of operational guidelines on law enforcement equipment.
- Records, resource and customer relationship management skills.
- Literacy skills (written and verbal communication skills in at least two of the provincial languages).
- Conflict resolution and driving skills.
- Negotiation, interpretation and legal evidential skills.
- Observation skills (moving violations/defects).
- Ability to work under pressure.
- Mentoring and coaching skills.

KEY PERFORMANCE AREAS:

- Management and supervision of subordinates (people management).
- Enforce Road Traffic, Public Passenger, Transport and other relevant legislation.
- Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS).
- Provide visible Traffic Control/Policing and promote/ensure crime prevention activities.
- Perform all administrative activities and related duties.
- Assess road conditions.
- Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.

ENQUIRIES: Mr ET Zulu (RTI, Mtubatuba)

TEL. NO.: 035 7871442

Mr P Parmanand (RTI, Pietermaritzburg)

TEL. NO.: 033 3423939

CLOSING DATE: 25 March 2024 @16h00

POST: ADMINISTRATIVE CLERK (SUPERVISOR): BUDGET/EXPENDITURE & REVENUE MANAGEMENT (REF NO.: DOT 68/2024)

CENTRE: REGIONAL OFFICE, PIETERMARITZBURG

SALARY: R 269 714 (SALARY LEVEL 7)

POST REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3 years appropriate experience in a budget/ expenditure and revenue management environment; plus
- A valid driver's licence (Minimum code B).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of PFMA and financial regulations.
- Knowledge of Delegations of Authority.
- Knowledge of BAS, Budgets, Stores, Inventories and Assets, Imprest, Procurement, Voucher Control.
- 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 service delivery programmes.
- Knowledge of EPMDs.
- Knowledge of Disciplinary procedures.
- Knowledge of general admin procedures.
- Knowledge of legislation processes and procedures pertaining to Public Sector.
- Ability to interpret legislation/policies/contracts.
- Ability to plan and organize.
- Ability to make decisions.
- Ability to delegate work.
- Ability to work independently.
- Ability to work under pressure and meet deadlines.
- Good interpersonal relations.
- Computer literacy.
- Good verbal and written skills.
- The ideal candidate should be committed to organizational objectives/projects and programmes. He/she should also have honesty, loyalty, be self-disciplined, responsible, conscientious and a team player.

DUTIES/KEY PERFORMANCE AREAS:

- Prepare ad hoc journals for capturing on BAS.
- Prepare monthly financial report.
- Consolidating and reconciling expenditure and asset reports.
- Conduct training sessions for staff regarding financial management procedures and policies.
- Maintenance of Pietermaritzburg Region Assets Register.
- Control the computerized stores for the Pietermaritzburg Region.

ENQUIRIES: Mr S Gumede

TEL.NO.:033 3926600

CLOSING DATE: 25 March 2024 (@16h00)

POST: CHIEF AUXILIARY SERVICES OFFICER: PAVEMENT AND MONITORING
(REF. NO. DOT 69/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(TECHNOLOGY TRANSFER CENTRE)

SALARY: R 241 485 PER ANNUM (SALARY LEVEL 6)

POST REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF level 4: plus
- A minimum of 3 years' skilled manual experience in a pavement and material testing environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Standards and procedures as per TMH/TRH/COLTO.
- Knowledge of Laboratory equipment.
- Knowledge of Safety.
- Knowledge of training.
- Knowledge of planning.
- Knowledge of general admin functions.
- Communication skills (verbal and written).
- Good human relations skills.
- Problem solving skills.
- Computer literacy skills.
- Report writing skills.
- The ideal candidate should be able to work independently as a team, must be reliable and responsible, must be honest and have integrity, must be loyal and dedicated. He/she must be willing to spend long periods of time away from home, punctual, decisive, neutral and have cultural awareness.

KEY PERFORMANCE AREAS:

- Co-ordinate and supervise the work of the Tradesman Aids and give training.
- Ensure quality control by arranging the testing of roads according to the materials standards and approved programmes.
- Perform field control testing i.e. Deflection Measurements, DCP Testing, Asphalt Coring, Skid Resistance Testing, Rut Depth Measurements, LDI Testing, Visual inspections and Calibration of Binder Distributors.
- Assist with interpretation and utilization of results of Pavement investigations.
- Ensure maintenance of equipment and perform general administrative functions.

ENQUIRIES: Mr S Dingiswayo

TEL.NO.:033 3558014

CLOSING DATE: 25 March 2024 (@16h00)

POST: CHIEF AUXILIARY SERVICES OFFICER: MATERIAL TESTING (02 POSTS)

CENTRE: **INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG:**
TECHNOLOGY TRANSFER CENTRE (REF.NO. DOT 70/2024)

PIETERMARITZBURG REGION:
REGIONAL OFFICE, PIETERMARITZBURG (REF.NO. DOT 71/2024)

SALARY: R 241 485 PER ANNUM (SALARY LEVEL 6)

POST REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF level 4: plus
- A minimum of 3 years' skilled manual experience in a Materials Testing environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Standards and procedures as per TMH/TRH/COLTO.
- Knowledge of Laboratory equipment.
- Knowledge of Safety.
- Knowledge of Road construction materials.
- Knowledge of Human Resource matters.
- Knowledge of planning and organizing and co-ordination.
- Knowledge of training.
- Knowledge of Policies and procedures computer literacy.
- Ability to operate equipment and machines skills.
- Innovation and creativity problem solving skills.
- Negotiation, motivation and organizing skills.
- Numeracy, literacy and planning skills.
- Communication skills (verbal and written).
- Computer skills.
- Laboratory testing skills.
- The ideal candidate must have good interpersonal relations, honesty and integrity, be reliable and have openness and transparency. He/she should be a team leader, be receptive to ideas and suggestions.

KEY PERFORMANCE AREAS:

- Perform field and laboratory quality control testing.
- Ensure maintenance of equipment and perform general administrative functions.
- Co-ordinate, supervise and provide training.
- Assist with the interpretation and utilization of results of research investigations.
- Maintain a safe working environment.

ENQUIRIES: Mr S Dingiswayo (Technology Transfer Centre)

TEL.NO.:033 3558014

Mr J Coleman (Regional Office, Pietermaritzburg)

TEL.NO.: 033 3556600

CLOSING DATE: 25 March 2024 (@16h00)

POST: CHIEF AUXILIARY SERVICES OFFICER: ROAD DECLARATION AND MAPPING
(REF. NO. DOT 72/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ENGINEERING SERVICES DIRECTORATE)

SALARY: R 241 485 PER ANNUM (SALARY LEVEL 6)

POST REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF level 4: plus
- A minimum of 3 years' relevant experience in a Print Operator and Records keeping functions environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Records keeping – hard and soft copy records.
- Knowledge of Filing systems, records repositories, archives – hard and soft copy records.
- Knowledge of capturing data in various databases, i.e. Excel, Access.
- Knowledge on how to view, query and find data in various databases, i.e. Excel, Access, GISc Geo-databases (would be an advantage).
- Knowledge of scanning of plans records.
- Knowledge of maintaining scanned images (crop, rotate, save as correct file size and type, ensure image quality, save to correct file location, order, etc).
- Knowledge on the use of AO size, large format printers/copiers/ scanners and plotters.
- Knowledge on the use of photostat machines.
- Knowledge on the use of various other machines, i.e. laminators, binders, trimmers, guillotines, plan punchers, etc.
- Computer skills.
- Planning, organizing and execution skills.
- Methodical skills.
- Skills in the quality and accuracy of work.
- Analytical, creativity skills.
- Customer service skills.
- Communication and interpersonal skills.
- The ideal candidate should have the ability to work conscientiously be reliable and honest, efficient and work in a team. He/she should also have the understanding of Document and Content Management Systems and the ability to manage time effectively.

KEY PERFORMANCE AREAS:

- Co-ordinate, maintain, monitor and provide quality assurance of the hard and soft copy plans and road files, record keeping, movements, archiving, scanning, checking, editing, correcting processes.
- Co-ordinate, maintain, monitor and provide quality assurance of the record keeping processes.
- Perform Print Operator functions e.g. scan, print, copy, laminate, trim, bind, retrieve and file plans, maps, map books, road files, records, etc.
- Interact with various role players within the Department and externally and ensure effective and efficient service delivery to customers.

ENQUIRIES: Ms M Vosloo

TEL.NO.:033 3558917

CLOSING DATE: 25 March 2024 (@16h00)

POST: CHIEF AUXILIARY SERVICES OFFICER: ROAD CONTROL
(REF. NO. DOT 73/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ENGINEERING SERVICES DIRECTORATE)

SALARY: R 241 485 PER ANNUM (SALARY LEVEL 6)

POST REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF level 4: plus
- A minimum of 3 years' experience in a Road Maintenance and construction environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Computer literacy.
- Knowledge on the use of equipment.
- Knowledge of legislation.
- Basic Office knowledge.
- Knowledge of Filing.
- Knowledge of Surveyor General's Office and Registrar of Deeds Office work.
- Communication skills.
- Good verbal and written skills.
- Map reading skills.
- The ideal candidate should have initiative, be innovative, reliable, polite and be helpful.

KEY PERFORMANCE AREAS:

- Achieve greater collaboration and coordination throughout the Road Control Section through the development of policies within the time period.
- Strengthen the Administration capacity by providing information and assistance to Road Design and Control Sections and relevant clients.
- Maintain database by input and retrieving of data.
- Ensure that the correct information is supplied to the Technical staff through support and monitoring in accordance with action plan.
- Ensure that the deadlines for applications are met to keep the Road Control Section running efficiently and timeously.

ENQUIRIES: Mr C Du Plessis

TEL.NO.:072 8384068

CLOSING DATE: 25 March 2024 (@16h00)

POST: PRINCIPAL AUXILIARY SERVICES OFFICER: PAVEMENT PERFORMANCE MONITORING
(REF. NO. DOT 74/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(TECHNOLOGY TRANSFER DIRECTORATE)

SALARY: R 202 233 PER ANNUM (SALARY LEVEL 5)

POST REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF level 4: plus
- At least one year in experience in construction industry; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Standards and procedures as per TMH/TRH/COTO.
- Knowledge of Laboratory equipment.
- Knowledge of Safety.
- Knowledge of training and planning.
- Knowledge of completion of materials as built data sheets.
- Knowledge of general admin functions.
- Communication skills (verbal and written).
- Good human relations skills.
- Problem solving skills.
- Computer literacy.
- Report writing skills.
- The ideal candidate should be able to work independently and as part of a team, must be reliable and responsible, be honest and have integrity, loyal and dedicated. He/she must also be punctual, decisive, neutral and culturally aware.

KEY PERFORMANCE AREAS:

- Conduct quality control by arranging the testing of roads according to the materials standards and approved programmes.
- Co-ordinate, and control the work of the Tradesman Aids and Auxiliary Services Officers and give training.
- Conduct field control testing i.e. Deflection Measurements, DCP Testing, Asphalt Coring, Skid Resistance Testing, Rut Depth Measurements, LDI Testing, Visual inspections and Calibration of Binder Distributors.
- Assist with maintenance and calibration of equipment used within the laboratory.

ENQUIRIES: Mr S Dingiswayo

TEL.NO.: 033 3558014

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATIVE SUPPORT (REF. NO. DOT 75/2024)

CENTRE: INKOSI MHLABUNZIMU MAPHUMULO HOUSE
(CHIEF DIRECTORATE: PUBLIC & FREIGHT TRANSPORT)

SALARY: R 202 233 PER ANNUM (SALARY LEVEL 5)

POST REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Service Administration.
- Knowledge of Registry duties.
- Knowledge of SCM Practice Notes.
- Knowledge of PFMA and Treasury Regulations.
- Knowledge of Delegations of Authority.
- Knowledge of Basic Conditions of Employment Act.
- Knowledge of Treasury Suppliers Database.
- Knowledge of current/relevant legislation.
- Computer literacy.
- Typing skills.
- Skills in Operating office equipment such as photo copiers, shredders etc.
- Numeracy skills.
- Good verbal and written communication skills.
- Good interpersonal relations skills.
- Logical and innovative thinking abilities.
- The ideal candidate should be approachable, team orientated & receptive to suggestions and ideas. He/she should also be reliable, honest, innovative and able to work under pressure.

KEY PERFORMANCE AREAS:

- Check, prepare, process payments on BAS and PERSAL.
- Batch payments and keep records of successful processing.
- Provide Supply Chain Management Services (Procurement Services).
- Filing, faxing and general administrative support.
- Bookings for flights, motor car hire and accommodation for Transportation Officials.

ENQUIRIES: Ms N Mkize

TEL.NO.:033 3558852

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATIVE CLERK (PRODUCTION): RESEARCH AND LIAISON: (02 POSTS)
(REF. NO. DOT 76/2024)

CENTRE: INKOSI MHLABUNZIMU MAPHUMULO HOUSE: PIETERMARITZBURG REGION
(TECHNOLOGY TRANSFER DIRECTORATE)

SALARY: R 202 233 PER ANNUM (SALARY LEVEL 05)

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 procedures in terms of the working environment.
- Computer skills.
- Planning and organization skills.
- Language skills.
- Good verbal and written communication skills.
- The ideal candidate should be committed to organizational goals, have good interpersonal relations, be honest and have integrity, be teamwork orientated and have the ability to work under pressure. He/she should also be reliable and believe in openness and transparency.

KEY PERFORMANCE AREAS:

- Provide administrative support to the component.
- Render general clerical support services.
- Provide research and liaison support services within the component.
- Plan and co-ordinate meetings.

ENQUIRIES: Ms SN Mngomezulu

TEL. NO.: 033 3558609/8054

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATIVE CLERK (PRODUCTION): PROCUREMENT & PROVISIONING
(REF. NO. DOT 77/2024)

CENTRE: COST CENTRE, PIETERMARITZBURG

SALARY: R 202 233 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of supply chain duties, practices as well as the ability to capture data.
- Knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of work procedures in terms of the working environment.
- Computer literacy – be able to operate a computer and collect statistics.
- Ability to plan and organize.
- Good verbal and written communication skills.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be committed to organizational goals, organizational objectives/projects and programmes, flexible and have good interpersonal relations. He/she should also be responsible, punctual, conscientious, receptive to suggestions and ideas, loyal, honest, a team player, accurate, comply with the code of conduct and be neat and tidy.

KEY PERFORMANCE AREAS:

- Render asset management clerical services.
- Render demand and acquisition clerical support.
- Render logistical support services.
- Checking of contracts.

ENQUIRIES: Ms C Dlamini

TEL. NO.: 033 3926600

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATION CLERK (PRODUCTION): TRAFFIC LAW ADMINISTRATION (REF. NO. DOT 78/2024)

CENTRE: MOTOR LICENCING BUREAU, PIETERMARITZBURG

SALARY: R202 233 PER ANNUM (SALARY LEVEL 5)

NOTE: **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 Senior Certificate / National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic Knowledge of Traffic Law administration practices as well as the ability to capture data.
- Basic knowledge and understanding of the Legislative framework governing the Public Service i.e. National Road Traffic Act 93 of 1996; Public Finance Management Act 1999/ Treasury Regulations; Provincial Treasury Practice Notes; Public Service Act 1999.
- Basic Knowledge of work procedures in terms of the working environment.
- Computer literate- be able to operate a computer and collect statistics.
- Good verbal and written communication skills.
- Basic Accounting skills.
- Ability to accurately handle cash and other methods of payments.
- Ability to plan and organize.
- Must be positive and demonstrate ability to smile in the face of a long and possibly chaotic day.
- Patience to deal with all kinds of customers.
- Must show empathy-demonstrate the ability to look at the situation through the eyes of the customer.
- Comply with the Commitment Charter.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be trustworthy, loyal, conscientious, reliable and honest. He/she should demonstrate an ability to work under pressure.

KEY PERFORMANCE AREAS: -

- Attend to all enquiries pertaining to registration and licencing of motor vehicles.
- Verification and Implementation of all motor vehicle registering transactions in accordance with relevant legislations:
- Implementation of motor vehicle registration on E-NaTIS.
- Provide head cashier/ cashier function.

ENQUIRIES: Ms G Hlabisa

TEL NO.: 033 3926600

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATIVE CLERK (PRODUCTION) (09 POSTS) (REF. NO. DOT 79/2024)

CENTRE: MOTOR LICENSING BUREAU, WINDSOR PARK: DURBAN REGION

SALARY: R 202 233 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of eNaTIS.
- Knowledge of National Road Traffic Act 93 of 1996.
- Knowledge of Public Finance Management Act
- Provincial Treasury Practice Notes.
- Knowledge of Public Service Act.
- Knowledge of Public Service Code of Conduct.
- Knowledge of Basic Conditions of Employment Act.
- Knowledge of commitment charters.
- Knowledge and understanding of the legislative framework governing Public Service.
- Knowledge of good governance principles, Service Delivery, Batho Pele principles.
- Knowledge of policies and procedures.
- Knowledge of general administrative office practices.
- Good communication skills (verbal & written).
- Computer literacy.
- Ability to comprehend.
- Good human relations skills.
- ENaTIS procedures.
- Ability to accurately handle cash and other methods of payment.
- Basic accounting skills.
- The ideal candidate should be committed to organizational goals, comply with performance agreement, be committed to service delivery, responsible, self-motivated, reliable, honest, loyal, trustworthy and diplomatic. He/she should have integrity, be an innovative thinker, teamwork oriented and able to work independently, have an interest in development, maintain accuracy, confidentiality, punctuality, courteousness and tact.

DUTIES / KEY PERFORMANCE AREAS:

- To accurately capture all transactions related to the registration and licensing of motor vehicles in terms of the Road Traffic Act 93 of 1996, the Public Finance Management Act and the Provincial Treasury Practice Notes.
- Collection, receipting and banking of all collected State revenue, in terms of the public Finance Management Act, the Provincial Treasury Practice Notes and Procedures Manuals.
- To assist the motoring public with all types of transactions related to Registration and Licensing of motor vehicles and the completion of forms.
- Verify all face value transactions executed, ensure compliance with the prescribed legislation.

ENQUIRIES: Ms S Ndlovu

TEL. NO.: 063 6377513

CLOSING DATE: 25 March 2024 (@16h00)

POST: ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES
(REF. NO. DOT 80/2024)

CENTRE: COST CENTRE, ESHOWE: EMPANGENI REGION

SALARY: R202 233 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of legislation, regulations, policies, procedures pertaining to the Public Sector.
- Knowledge of departmental communication structures.
- Computer literacy.
- Knowledge of service delivery programmes.
- Interpersonal and numeracy skills.
- Analytical and innovative thinking skills.
- Planning and organizational skills.
- Problem solving skills.
- Good verbal and written communication skills.
- Ability to learn, understand and apply.
- Ability to perform in a team.
- The ideal candidate should have commitment to organizational values, be accurate, receptive to ideas and suggestions and comply with the Code of Conduct. He / she should also be honest, loyal, responsible, punctual and conscientious.

KEY PERFORMANCE AREAS:

- Provide a registry counter service.
- Handle incoming and outgoing correspondence.
- Render effective filing and record management service and process documents for archiving and disposal.
- Operate office machines in relation to the registry function.

ENQUIRIES: Ms. NB Madela

TEL.NO.: 035 4742031

CLOSING DATE: 25 March 2024 (@16h00)

POST: SENIOR AUXILIARY SERVICES OFFICER: BRIDGE MANAGEMENT SYSTEM
(REF. NO. DOT 81/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG.
(TECHNOLOGY TRANSFER CENTRE)

SALARY: R 171 537 PER ANNUM (SALARY LEVEL 4)

POST 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 bridges and structures.
- Knowledge of safety.
- Knowledge of Human Resource matters.
- Knowledge of planning.
- Knowledge of policy and procedures.
- Communication (verbal and written) skills.
- Good Human Relations skills.
- Ability to operate equipment.
- Problems solving and planning skills.
- Basic computer literacy.
- Report writing skills.
- The ideal candidate should be able to work independently as a team, must be reliable and responsible, must be honest and have integrity, must be loyal and dedicated. He/she must be willing to spend long periods of time away from home, punctual, decisive, neutral and cultural awareness.

KEY PERFORMANCE AREAS:

- Assist in performing bridge and structure inspections.
- Assist in carrying equipment.
- Maintain and keep equipment in good order.

ENQUIRIES: Mr M Ntshangase

TEL.NO.:033 3558054

CLOSING DATE: 25 March 2024 (@16h00)

POST: SENIOR AUXILIARY SERVICES OFFICER: PAVEMENT PERFORMANCE MONITORING:
(REF. NO. DOT 82/2024)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG.
(TECHNOLOGY TRANSFER CENTRE)

SALARY: R 171 537 PER ANNUM (SALARY LEVEL 4)

POST 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 laboratory equipment.
- Knowledge of safety.
- Knowledge of Human Resource matters.
- Knowledge of planning.
- Knowledge of policy and procedures.
- Communication (verbal and written) skills.
- Good Human Relations skills.
- Ability to operate equipment.
- Problems solving and planning skills.
- Basic computer literacy.
- Report writing skills.
- The ideal candidate should be able to work independently as a team, must be reliable and responsible, must be honest and have integrity, must be loyal and dedicated. He/she must be willing to spend long periods of time away from home, punctual, decisive, neutral and cultural awareness.

KEY PERFORMANCE AREAS:

- Assist in performing the field control tests.
- Submit samples for testing from site.
- Maintain and keep equipment in good order.
- Carry testing equipment to and from various sites.

ENQUIRIES: Mr S Dingiswayo

TEL. NO.:033 3558014

CLOSING DATE: 25 March 2024 (@16h00)

POST: SENIOR AUXILIARY SERVICES OFFICER (02 POSTS)

CENTRE: **EMPANGENI REGION:**
GROUND SURVEY (VRYHEID): COST CENTRE, VRYHEID (REF. NO. DOT 83/2024)

LADYSMITH REGION:
GROUND SURVEY (NEWCASTLE): COST CENTRE, NEWCASTLE (REF.NO. DOT. 84/2024)

SALARY: R 171 537 PER ANNUM (SALARY LEVEL 04)

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 Public Service Regulations.
- General knowledge of Departmental Road Network.
- General Knowledge of trig beacon locations and access routes.
- Knowledge of batter and profile construction.
- Map Reading skills.
- Navigational GPS skills.
- Technical skills.
- The ideal candidate should be reliable, accurate, efficient, punctual, be teamwork orientated, flexible and have good interpersonal relation.

KEY PERFORMANCE AREAS

- Provide support with topographical surveys.
- Provide support with control surveys.
- Provide support with setting out surveys.
- Provide maintenance services.

ENQUIRIES: Mr SB Mkhwanazi (Cost Centre, Vryheid)

TEL. NO.: 034 9800401

Ms N Sibiya (Cost Centre, Newcastle)

TEL. NO.: 034 3284007

CLOSING DATE: 25 March 2024 (@16h00)

POST: SENIOR AUXILIARY SERVICES OFFICER (08 POSTS)

CENTRE: **EMPANGENI REGION (03 POSTS):**
MATERIALS TESTING (VRYHEID): COST CENTRE, VRYHEID (03 POSTS) (REF.NO. DOT 85/2024)

LADYSMITH REGION (04 POSTS):
MATERIALS TESTING (ESTCOURT): COST CENTRE, ESTCOURT (02 POSTS) (REF.NO.DOT 86/2024)
MATERIALS TESTING (NEWCASTLE): COST CENTRE, NEWCASTLE (02 POSTS) (REF.NO.DOT 87/2024)

DURBAN REGION (01 POST):
MATERIALS TESTING AND CONTROL (DURBAN): REGIONAL OFFICE, DURBAN (REF. NO. DOT 88/2024)

SALARY: R 171 537 PER ANNUM (SALARY LEVEL 04)

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 Equipment.
- Knowledge of Safety.
- Knowledge of Planning, Organizing, and co-ordination.
- Knowledge of Policies and Procedures.
- Knowledge of Testing Procedures.
- Computer Literacy.
- Knowledge of Training.
- Ability to Operate Equipment and Machines.
- Innovation and creativity skills.
- Problem solving skills.
- Negotiation skills.
- Motivation skills.
- Organising skills.
- Numeracy skills.
- Literacy skills.
- Laboratory Testing skills.
- The ideal candidate should have good interpersonal relation, honesty and have integrity, be reliable, be open and transparent, have team leadership skills and be receptive to ideas and suggestions.

KEY PERFORMANCE AREAS

- Prepare Material for tests.
- Assist in performing tests in field/ main Lab.
- Assist in performing sampling and field control testing as indicated.
- Maintain equipment in good order.

ENQUIRIES: Mr SB Mkhwanazi (Cost Centre, Vryheid)
Mr T Sithomo (Cost Centre, Estcourt)
Ms N Sibiya (Cost Centre, Newcastle)
Ms S Afrika (Regional Office, Durban)

TEL. NO.: 034 9800401
TEL. NO.: 036 3523185
TEL. NO.: 034 3284007
TEL. NO.: 031 7002222

CLOSING DATE: 25 March 2024 (@16h00)

POST: ROAD WORKER (19 POSTS)

CENTRE: PIETERMARITZBURG REGION:
BETTERMENT TEAM (UMZIMKHULU) (REF. NO. DOT 89/2024)
BLACKTOP TEAM (PMBURG) (3 POSTS) (REF. NO. DOT 90/2024)
BLACKTOP TEAM (UNDERBERG) (3 POSTS) (REF. NO. DOT 91/2024)
GRADER TEAM (KOKSTAD) (REF. NO. DOT 92/2024)
GRADER TEAM (UMZIMKHULU) (REF. NO. DOT 93/2024)
SIGNS TEAM (PMBURG) (3 POSTS) (REF. NO. DOT 94/2024)
SIGNS TEAM (UNDERBERG) (2 POSTS) (REF. NO. DOT 95/2024)
BLACKTOP TEAM (CEDARVILLE) (03 POSTS) (REF. NO. DOT 96/2024)
MECHANICAL (IXOPO) (REF. NO. DOT 97/2024)
MAINTENANCE TEAM (IMPENDLE) (REF. NO. DOT 98/2024)

SALARY: R 147 036 PER ANNUM (SALARY LEVEL 03)

KINDLY NOTE THAT THESE POSTS ARE A RE-ADVERTISEMENT. APPLICANTS WHO PREVIOUSLY APPLIED 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 G Hlabisa

TEL. NO.: 033 3926600

CLOSING DATE: 25 March 2024 (@16h00)

POST: STORES ASSISTANT (02 POSTS)

CENTRE: PIETERMARITZBURG REGION:

AREA OFFICE UMZIMKHULU (REF.NO. DOT 99/2024)

COST CENTRE, PIETERMARITZBURG (REF.NO. DOT 100/2024)

SALARY: R 147 036 PER ANNUMN (SALARY LEVEL 03)

NOTE: KINDLY NOTE THAT POST FOR COST CENTRE, PIETERMARITZBURG IS A RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY.

POST REQUIREMENTS:

- Grade 10

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of service delivery programmes.
- Knowledge of safety requirements attached to the duties of the post.
- Knowledge of basic stores procedures and policies.
- Knowledge of fuel control/ procedures.
- Knowledge of Batho Pele Principles.
- Accounting skills.
- Planning and organizing skills.
- Verbal and written communication skills.
- Basic literacy and numeracy skills.Ability to work in a team.
- Ability to perform routine tasks.
- The ideal candidate should be honest, responsible, punctual and loyal/ friendly.

KEY PERFORMANCE AREAS:

- Ensure cleanliness and tidiness of stores and stores yard.
- Assist with receiving and distributing of stores items.
- Assist with issuing of fuel at fuel bowsers.
- Stack stock items neat and orderly on shelves.
- Attend to delivering and issues of stock in stores yard.
- Assist with monthly stock takes.

ENQUIRES: Ms S Mlima (Area Office, Umzimkhulu)

TEL. NO.: 087 7404314

Ms CV Dlamini (Cost Centre, Pietermaritzburg)

TEL.NO.: 033 3926600

CLOSING DATE: 25 March 2024 (@16h00)

POST: **FOOD SERVICES AID (REF.NO. DOT 101/2024)**

CENTRE: **RTI, EMPANGENI**

SALARY: **R 125 373 PER ANNUM (SALARY LEVEL 2)**

REQUIREMENTS:

- Abet level 2 certificate (NQF level 1 or 2).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of tea/coffee making procedures 9e.g. how many teabags used in a teapot).
- Knowledge of the requirements of staff in respect of beverages served.
- Literacy skills (e.g. ability to read instructions for meetings).
- Skills in the utilization of electrical equipment (e.g. urns and kettles).
- Serving tea/coffee skills.
- The ideal candidate should be honest, reliable, punctual, attentive and have helpful disposition. He/she should have the ability to work with staff of all ranks.

KEY PERFORMANCE AREAS:

- Provide catering support services.
- Keep stock of kitchen utensils and equipment.
- Apply hygiene and safety measures.
- Removal of garbage disposal.
- Responsible for food supplies and report waste and losses.

ENQUIRIES: **Mr. BN Ndlazi**

TEL.NO.:035 7871464

CLOSING DATE: **25 March 2024 (@16h00)**