



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231130/1342
Advert Reference Number:	Art 79/2023
Job Title:	Artisan Foreman Electrical
Job Level:	OSD
Vacancy Type:	Internal & External
Salary:	GRADE A R 318 090.00 R 360 303.00 Per Annum
Department:	KZN HEALTH
Component:	HARRY GWALA REGIONAL HOSPITAL
Employment Type:	Permanent
Center:	Harry gwala regional hospital
Number Of Posts:	1

Duties/Responsibilities:

.Manage technical services and support in conjunction with technicians, artisans, associates in field, workshop and technical office activities.

. The Artisan Foreman Electrical shall be directly responsible for the supervision and guidance of all subordinate staff in the Electrical maintenance division

.This officer shall be responsible for ensuring that routine, day-to-day, maintenance is carried out on all Buildings, Plant & Machinery, ensuring that proper training is given to subordinates in carrying out these duties, under his control.

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.This officer shall supervise and ensure that Job Cards are issued in accordance with the maintenance procedure, with special reference to, an estimated time for completion of the task and allocation of work to nominated maintenance officers, ensuring that all material used & the actual time taken is properly recorded on the reverse side of the Job card.

.Officer shall check that Job Card Control Registers are completed correctly, with special reference to work outstanding & if necessary, the re-deployment of Maintenance staff to accelerate work processes in work situation, to meet urgent demands.

.Be responsible, via the responsibility manager for the ordering of bulk services such as coal, fuel, oil and such materials and shall liaise with the suppliers manager to ensure the timely ordering of materials.

.Assist the artisan superintendent in the preparation of briefs, schedule of work to be done, plans etc. where applicable for contractual works. He shall inspect and approve the completion of work performed by contractors and pass for payment.

.Ensure that regular inspections are undertaken of the institutions plant and buildings and of relevant contractual works and that the registers are annotate accordingly for such items as Emergency Generator sets, Medical Gas Plants, Autoclaves etc.

.Ensure that spot checks are carried out on essential equipment such as, fire-protection equipment, electrical appliances, kitchen equipment and laundry equipment and that these items are inspected thoroughly on a monthly basis.

.Deal with personnel welfare & handle complaints from the maintenance division at his/her level of authority.

.This officer shall periodically check, assess and report on the work performance of his/her subordinates. With this objective in mind, he is expected to facilitate and arrange for regular meetings with his staff. He shall compile merit and assessment (PAQ) reports for all staff under his control.

.Ensure the promotion of safety in line with statutory and regulatory requirements

.Provision standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification and inputs in to existing technical manuals.

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.Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

.Maintain and advance expertise by continuous individual development to keep up with new technologies and procedures.

.Research / literate studies on technical / engineering technology to improve expertise

.Liaise with relevant bodies / councils on technical / engineering-related matters.

.Ensure 24 hour coverage to attend to emergencies.

.Supervising and training staff.

Qualifications and Experience:

.Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended

.Valid Code 8 driver's license

.Five years post- qualification experience as Artisan

.Proof of experience endorsed and stamped by Human Resource Department (Certificate of Service)

Essential Knowledge, Skills and Competencies Required:

- .The Team work
- .Project Management
- .Technical Design and analysis knowledge
- .Computer Aided Technical applications
- .Knowledge of Legal compliance
- .Technical Report Writing
- .Technical Consulting
- .Production Process Knowledge and Skills
- .Problems Solving and Analysis
- .Decision Making & Creativity
- .Change Management and Financial Management
- .Customer Focus and responsiveness
- .Punctual, working under pressure
- .Computer literate
- .Good communication
- .Team building and motivational skills
- .Sound knowledge of occupational health and safety Act and related legislation
- .Planning and Organizing

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 15 Dec 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) 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 in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.