



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240216/1415
Advert Reference Number:	REF NO. DOT 04/2024
Job Title:	DEPUTY DIRECTOR: FINANCIAL SERVICES
Job Level:	11
Vacancy Type:	Internal & External
Salary:	R 811 560 PER ANNUM (SALARY LEVEL 11) ALL INCLUSIVE REMUNERATION PACKAGE
Department:	KZN TRANSPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	MOTOR TRANSPORT SERVICES, PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

- .Manage Motor Transport Services Directorate expenditure, motor vehicle revenue and motor vehicle debt control services.
- .Manage the NaTIS Specialized Procurement and Provisioning of Supplies and Services for the Motor Transport Services Directorate, Registering Authority, Driving Licence Testing Centers and Private Vehicle Testing Stations; including the implementation of supply chain management and Hardcat, in accordance with the PFMA, PPPFA, KZN Procurement Act and National Treasury guidelines.
- .Manage 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.
- .Formulate and co-ordinate input into the development of policies and procedures.
- .Manage the resources within the Sub-Directorate.

Qualifications and Experience:

- .A Finance or Accounting Degree or Diploma (NQF Level 7 or higher); plus
- .A minimum of 3 years' appropriate junior management experience in a Finance environment; plus
- .A valid driver's licence (minimum Code B).

Essential Knowledge, Skills and Competencies Required:

- .Knowledge of the Public Finance Management Act (Act 1 of 1999).
- .Knowledge of Financial Management Procedures and Practices.
- .Knowledge of applicable Road Traffic legislations.
- .Knowledge of Human Resource Management processes and applicable legislation.
- .Knowledge of Administrative Adjudication of Road Traffic Offences Act (AARTO).
- .Knowledge of Road Traffic management Corporation Act.
- .Knowledge of Delegations of Authority pertaining to the Department of Transport as well as financial audit procedures.
- .Knowledge of Procurement/Provisioning Policies and Procedures as well as the PPPFA, KZN Procurement Act and Supply Chain Management practices.
- .Knowledge of the National Traffic Information System (e-NaTIS).
- .Knowledge of Basic Accounting System.
- .Knowledge of PERSAL and Hardcat.
- .Knowledge of Risk Management and Asset Management.
- .Sound leadership, inter-personal, problem-solving and decision-making skills.
- .Skills in the interpretation and application of policies/regulations/prescripts.
- .Research and policy formulation skills.
- .Managerial and leadership skills.
- .Problem solving, conflict management and negotiation skills.
- .Interpersonal relations skills.
- .Analytical and innovative thinking skills.
- .Strategic planning and co-ordination skills.
- .Team building and motivation skills.
- .Excellent communication skills (verbal, written and networking).
- .Project management skills.
- .Presentation and facilitation skills.
- .Ability to develop training material.
- .Report writing skills.

Additional Information

ENQUIRIES:Mr SH NtuliTEL.NO: 033 3951800

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 : 29 Feb 2024

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.