



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240628/1933
Advert Reference Number:	DOT 170/2024
Job Title:	CHIEF PROVINCIAL INSPECTOR
Job Level:	Level 10
Vacancy Type:	Internal & External
Salary:	R552 081 PER ANNUM
Department:	KZN TRANSPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	PUBLIC TRANSPORT ENFORCEMENT SERVICES
Number Of Posts:	1

#### Duties/Responsibilities:

.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.

.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.

#### Qualifications and Experience:

.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.

#### Essential Knowledge, Skills 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.

#### Additional Information

ENQUIRIES:Mr S SitholeTel. No.: 033-355 8826

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.

#### 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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 12 Jul 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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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.