



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240807/2080
Advert Reference Number:	DOT 205/2024
Job Title:	ADMINISTRATIVE CLERK (SUPERVISOR): CASH OFFICE
Job Level:	SR 7
Vacancy Type:	Internal & External
Salary:	R308 154 PER ANNUM
Department:	KZN TRANSPORT
Component:	MLB PMB
Employment Type:	Permanent
Center:	M O T O R L I C E N S I N G B E R E A U , PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

.Control and administration of the Cash Office Section including responsibility for all security transactions which includes data fixes and cancellations etc.
.Deal with complex staff and public queries relating to registration and licensing.
.Deal with complex financial related telephonic complaints and queries from the members of public, banks, dealers, SAPS etc.
.Manage and supervise human and financial resources.
.Authorise and capturing of transactions.
.Attend meetings, workshops and work groups e.g. Combined management meetings, strategic planning, NaTIS workgroups, SAPS.

Qualifications and Experience:

.A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
.A minimum of 3 years' Financial / Administrative Management experience.
.A valid driver's licence (minimum code B).

Essential Knowledge, Skills and Competencies Required:

.Thorough knowledge of all Relevant Road Traffic legislation.
.Knowledge of the Public Finance Management Act 1999.
.Knowledge of the Public Service Act and Regulations 1999, Labour Relations Act 1995, Employment Equity Act 1998, Basic Conditions of Employment Act 1997 and Skills Development Act 1997.
.Knowledge of Human Resource Management, Good Governance Principles, Service Delivery, Batho Pele principles and Code of Remuneration (CORE).
.Knowledge of the National Road Traffic Information System (NaTIS) and its applications.
.Knowledge of delegations of authority.
.Understanding of the departmental vision, objectives, structures, communication channels and reporting procedures.
.Procedural knowledge of BAS, Inventories, HR matters, procurement of goods and services and general office administration.
.Knowledge of reporting procedures and work environment.
.Labour relations/grievance procedure knowledge.
.Knowledge of Code of Conduct.
.Leadership and group facilitation skills.
.Written and verbal communication skills.
.Financial and negotiation skills
.Problem-solving, analytical and interpretive skills.
.Innovative thinking and computer literacy.
.Planning, co-ordination and organizing skills.
.Ability to use administrative, personnel and finance related systems.
.Policy analysis and development skills.
.The ideal candidate should be responsible, self-motivated, self-disciplined, reliable, honest, loyal, trustworthy, diplomatic, have integrity, be an innovative thinker, teamwork orientated and be able to work independently. He/she should also have an interest in development, believe in professionalism, be accurate, maintain confidentiality, be punctual, committed to organizational goals, comply with performance agreements and believe in service delivery and value for money.

Additional Information

ENQUIRIES: Ms B Wagner Tel. No.: 033 - 8455 800

CLOSING DATE: 21 August 2024 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Administration 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: DOT205@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

Closing Date : 21 Aug 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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.