



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240916/2248
Advert Reference Number:	DOT 2019/2024
Job Title:	ASSISTANT DIRECTOR: TRAFFIC LAW ADMINISTRATION
Job Level:	09
Vacancy Type:	Internal & External
Salary:	R444 036 PER ANNUM
Department:	KZN TRANSPORT
Component:	DURBAN REGIONAL OFFICE
Employment Type:	Permanent
Center:	DURBAN REGION
Number Of Posts:	1

Duties/Responsibilities:

KEY PERFORMANCE AREAS:

.Manage the Financial Administration, the Human Resources and HRD, Supply Chain Management (SCM), the collection and banking of Revenue, General Administration, Auxiliary Services, Asset Control and Public Queries at the offices of the

Durban, Umbilo, Umlazi and Pinetown Motor Licensing Bureau thereby ensuring efficient and effective service delivery to the motoring Public.

.Manage Human Resource Administration and Development for Umbilo, Umlazi, Pinetown and Windsor Park Motor Licensing Bureau offices. Manage Human Resource Administration e.g. leave, resignations, exits etc. and Training and Development

for MLB Durban, Umbilo, Umlazi and Pinetown offices for directly and indirectly managed staff in terms of the Public Service Act and Regulations and the Skills Development Act.

.Manage and facilitate the SCM Process for the Motor Licensing Bureau offices and Management of NaTIS Stores and Property Management.

.Provide advice, guidance and input to policy and legislation and deal with high level complex written and telephonic queries from internal and external customers.

Qualifications and Experience:

REQUIREMENTS:

.An undergraduate qualification in Public Management/ Transport Management/ Financial Management (NQF Level 6 or higher); plus

.A minimum of 3 years' supervisory experience in a Motor Licensing field; plus

.A valid driver's licence (minimum code B).

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

.Knowledge of NaTIS (National online real time system).
.Knowledge of the National Road Traffic Act 93 of 1996, The Road Traffic Act 29 of 1989 and the KZN Provincial Road Traffic Act 7 of 1997.
.Knowledge of the Constitution of the Republic of South Africa.
.Knowledge of the Budget, Cash Flow, MTEF, Operational Plans and Annual Performance Plans.
.Knowledge of Public Finance Management Act and Treasury Regulations.
.Knowledge of Provincial Treasury Practice Notes.
.Knowledge of Delegations of Authority.
.Knowledge of Supply Chain Management, Procurement Act and BBBEE targets.
.Knowledge of Auditing and Risk management.
.Knowledge of Basic Accounting System (BAS) and PERSAL.
.Knowledge of Performance Appraisals and EPMDS.
.Knowledge of Public Service Act and Public Service Regulations.
.Knowledge of Skills Development and Human Resource Development.
.Knowledge of internal Policies and Procedures of the Department.
.Knowledge of the S & T Policy of the Department.
.Knowledge of the Occupational Health and Safety Act.
.Knowledge of the duties of Paymaster for MLB.
.Knowledge of Contract Management.
.Knowledge of Asset control and Fleet management.
.Knowledge of tender and SCM processes.
.Knowledge of the collection and banking of money.
.Technical knowledge of Systems, the server room and the Generator.
.Knowledge of property management.
.Knowledge of chairing meetings and meeting procedures.
.Knowledge of the Criminal Procedure Act, Labour Relations Act and the Disciplinary and grievance code of the Department.
.Knowledge of the Basic Conditions of Employment Act.
.Knowledge of community outreach, community development and community public participation programmes.
.Knowledge of the PFMA.
.Knowledge of Good Governance and Batho Pele.
.Knowledge of the organization - core business, Structure and functions.
.Knowledge of Project management.
.Knowledge of the Skills Development Act and the Human Resource Development Strategy of South Africa.
.Knowledge of the Code of Remuneration (CORE).
.Knowledge of the Equity Act and Affirmative Action policies.
.Knowledge of Human rights and the bill of rights.
.Knowledge of Service delivery in the Public Service and the white paper on service delivery.
.Knowledge of Project Management.
.Knowledge of PAJA and PAIA, National Development Plan and Provincial Growth and Development Plan.
.Knowledge of the basic Education Accord.
.Knowledge of KZNs Citizen Charter.
.Knowledge of the Protocol manual of South Africa.
.Knowledge of Security Management and MPSS (Minimal Physical Security Standards).
.Knowledge of intergovernmental relations.
.Knowledge of the Ministerial Handbook.
.Knowledge of the code of conduct.
.Knowledge of the promotion of Equality and prevention of unfair discrimination Act and any other legislative mandate.
.Knowledge of Millennium development goals.
.Knowledge of Social dynamics of Kwa-Zulu Natal Communities.
.Presentation skills.
.Interpersonal relations skills.
.Computer Literacy.
.Strategic Planning skills.
.Organizational skills.
.Research and analytical skills.
.Leadership and management skills.
.Financial management skills.
.Time management skills.
.Report writing skills.
.Problem solving, conflict management and decision-making skills.
.Communication, language and Listening skills.
.Change management skills.
.Project and people management skills.
.Ability to work under pressure and deal with complex issues.
.The ideal candidate should be honest and reliable, committed to organizational values, be focused and driven towards service delivery in the Public Service, he/ she should be teamwork orientated, be innovative and dynamic thinker, display professionalism, have high ethical and moral standards, be able to adapt to change, be responsible and accountable, be able to make decisions, be motivated and disciplined, must show loyalty and integrity to the Department and the Province, must be trust worthy, dedicated and hard working, prepared to work overtime and take work home, be able to work on weekends and odd hours of the night. He/she should also be able to maintain confidentiality, must ensure punctuality and timeliness, be able to show empathy, must be results driven and have a value system, be patient and tolerant, independent, time frame driven, be able to meet tight and short deadlines, deal with high volumes of work, able to deal with confrontational situations, be able to deal with political pressure, be able to deal with labour unrest and strikes, be meticulous, proactive, have integrity, be patient, have commitment, be culturally sensitive, have perseverance and be impartial.

Additional Information

ENQUIRIES : Ms SA AfrikaTel No.: 031 700 2222

CLOSING DATE: 30 September 2024 @ 16h00)

APPLICATIONS: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications can also 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.
For the personal attention of Ms HS Masango.

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 : 30 Sep 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.