



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20250910/3592
Advert Reference Number:	DOT 362/2025
Job Title:	ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT
Job Level:	SALARY LEVEL 09
Vacancy Type:	Internal & External
Salary:	R 468 459 PER ANNUM
Department:	KZN TRANSPORT
Component:	Nkosi Mhlabunzima Maphumulo House
Employment Type:	Permanent
Center:	INFORMATION TECHNOLOGY MANAGEMENT SERVICES: PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

Facilitate the development and implementation of digital strategy project plan and schedule. Monitor project progress to ensure that it is progressing as planned. Ensure project management administration. Manage the resources.

Qualifications and Experience:

An undergraduate qualification in an IT field (NQF Level 6); plus A minimum of 3 years' supervisory experience in an Information Technology environment; plus A valid driver's licence (minimum code B).

Essential Knowledge, Skills and Competencies Required:

Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of Human Resource prescripts. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Labour Relations Act. Knowledge of Active Directory and MS Exchange. Knowledge of Microsoft Windows operating system. Knowledge of Project Management. Knowledge of Information Technology policies and standards. Knowledge of Contract Management. Knowledge of Antivirus. Knowledge of Virtual environment. Knowledge of Server Infrastructure Management. Knowledge of Information Technology Audit and Governance. Knowledge of Procurement processes. Knowledge of computer system analysis. Knowledge of system administration. Knowledge on compilation of management reports. Knowledge of Promotion of Access to information Act. Knowledge of SITA Act. Knowledge of computer software and hardware. Knowledge of computer operating system. Knowledge of National Intelligence Agency IT guidelines. Knowledge of Occupational Health and Safety Act. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination. Knowledge of any other relevant Acts/ legislative Mandates. Problem solving skills. Interpersonal relations and training skills. Strategic planning, budgeting and facilitation skills. Language and listening and presentation skills. Analytical thinking and interpersonal relations skills. Organising, research, analytical and leadership skills. Time management and report writing management skills. Good communication (verbal and written) skills. Conflict and change management skills. Self-discipline. Project, people and relationship management skills. Decision making skills. The ideal candidate should have the ability to work under pressure independently be willing to learn new technologies and have the ability to communicate at all levels. He/she must be creative, a team player, trustworthy, assertive hard working self-motivated, innovative, time frame driven, meticulous, maintain confidentiality, be proactive, honest, have integrity, be reliable, patient, show commitment, be professional, culturally sensitive, have perseverance and be punctual.

Additional Information

ENQUIRIES: Mr N Ndamane Tel No. 033 355 8834
NOTE: It is the intention of this Department to consider equity targets when filling this position.
APPLICATIONS: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

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 Sep 2025

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.