TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G08/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

NB:
   (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.
   (b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE FOR APPLICATIONS IS 03 JULY 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
NOTE

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Fax and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. • The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.


CLUSTER: EMS Fleet Management

CENTRE: Head Office: Pietermaritzburg

SALARY: R376 596.00 per annum

Other Benefits:
- 13th Cheque,
- Medical Aid (Optional),
- Housing Allowance; Employee must meet prescribed requirements

REQUIREMENTS FOR THE ABOVE POST:-
- Grade 12 Certificate
- A certificate in fleet or motor mechanic management; PLUS
- A minimum of five (5) years supervisory experience in fleet management component; PLUS
- Unendorsed valid Code B driver’s licence (Code 08).

RECOMMENDATIONS:-
- Training programmes and/or experience in Fleet Management and Public Administration will serve as a recommendation.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:-

The incumbent of this post will report to the Deputy Systems, and will be responsible to ensure the effective and efficient Fleet management for all vehicles EMRS, and as such the ideal candidate must:-
- Possess good knowledge and understanding of the policies and procedures governing fleet management in the public service sector.
- Have the ability to make independent decisions.
- Have the ability to exercise good judgement and direction in applying and interpreting departmental policies and procedures.
- Proactive approach to problem solving.
- Knowledge of Financial Management, Vehicle requirements and Tender processes.
- Have skills of Analytical thinking, Effective conflict resolution and Management service improvement programs.
- Ability to draw up relevant specification.
- Have the ability to translate strategic and transformation objectives into practical planning frameworks.
- Have the ability to prioritise issues and other work related matters and to comply with time frames.
- Be computer literate with a proficiency in MS Office Software applications.
- Have high levels of accuracy and good numeric ability.
- Have sound organisation ability.

**KEY PERFORMANCE AREAS:**
- Ensure effective utilization of resources.
  - Planning
  - Deployment
  - Monitoring
  - Upgrading Programmes
- Adequate Management of fleet allocated budget.
  - Develop a business plan
  - Develop a maintenance system
  - Develop procedures and controls for EMS Fleet
- Ensure that all procurement procedures are in line with DOH regulations.
  - Apply the tender board guidelines
- Draft, compile and submit reports on fleet utilisation and maintenance
  - Update reports and provide recommendations.
- Ensure that all staff are compliant with service needs/ensure that fleet planning procedure is in line with the business plan.
  - Develop guideline framework.

**ENQUIRIES** : MS. B.N ZUNGU : 033- 940 2425

**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 110, 6Th Floor, South Tower

**FOR ATTENTION** : MISS N.S BUTHELEZI : 033 395 2896