



transport

Department:
Transport
Province of KwaZulu-Natal

HUMAN RESOURCE PRACTICES

CHIEF PROVINCIAL INSPECTOR (4 POSTS)

Ladysmith Region: RTI Nquthu (Ref. No. P02/2021)

Durban Region: RTI Pinetown (Ref no. P03/2021)

RTI Winkelspruit (Ref no. P04/2021)

Pietermaritzburg Region: RTI Ixopo (Ref no. P05/2021)

Commencing salary: R470 040 per annum

Note: It is the intention of this Department to consider equity targets when filling this position

NOTE: Short-listed candidates may be required to undergo a competency test.

NB: The successful candidate will be required to enter into a performance agreement.

KINDLY NOTE THAT THE POST AT RTI NQUTHU IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY.

REQUIREMENTS:

A relevant tertiary qualification (3 year Diploma/Degree in a Traffic/Management/Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licenses (A and EC); plus Valid Peace Officer's Certificate; plus No criminal record.

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.

KEY PERFORMANCE AREAS:

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.

ENQUIRIES: Mr VK Chetty Tel. No.: 033-355 8880/8071

CLOSING DATE: 06 April 2021 (at 16h00). Applications received after the closing date & time will not be considered.

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer.

Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Head: Transport, Human Resource Management Directorate, Private Bag X9043, Pietermaritzburg, 3200, or e-mail to dot.recruitment@kztransport.gov.za (quoting the relevant reference number **ONLY** in the subject line) (**Please attach only ONE PDF file of all the required documents**) for the attention of Mr Z Dlamini. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

Note to applicants: Applications must be submitted on the **NEW** prescribed application form Z83 obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za (which must be originally signed and dated) (applications received using the incorrect application for employment (old Z83) will not be considered) (and must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to fill the advertised post(s) at any stage of the recruitment process.