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Department:
Community Safety & Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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HUMAN RESOURCE MANAGEMENT

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 04 OF 2016/2017 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

NOTES: (a) Applications must be accompanied by signed and dated Z83, a **recent updated Comprehensive CV** with at **least names of three (3) referees** with **current contact details**, originally certified copies of all qualification(s), and ID-document/National Identity card. **Failure to submit the requested documents will result in the application not being considered.**

(b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

(c) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**

(d) Candidates must indicate the number of the post/reference number in their applications.

(e) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.

(f) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.

(g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

(h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

(i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

(j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

(k) All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 16 September 2016 at 15h30



"Together we move Bokone Bophirima Province forward"



DIRECTORATE : **ROAD SAFETY MANAGEMENT**
POST : **ASSISTANT DIRECTOR – ROAD SAFETY EDUCATION**
REF.NO : **45/2016/17**
SALARY : **R311 784 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG X 1 AND DR RUTH SEGOMOTSI MOMPATI X1**

REQUIREMENTS: *Grade 12 Certificate and appropriate three years Diploma/Degree in Education with specialization in Road Safety Management/ Road Safety Education * A postgraduate degree with research will be added as an advantage *At least three (3) to five (5) years experience in Road Safety Management of which two (2) years must have been at supervisory level in Road Safety Management field. **KNOWLEDGE:** *Road Safety Education policies and procedures *Must have knowledge of Public Service Prescripts *Financial Management principles.*Project Management.*Understanding of the current school curriculum. **SKILLS:** *Good Communication (verbal and writing) skills and interpersonal skills *Report writing skills and presentation and facilitation skills *Computer literacy skills (MS Word, Excel) *Code 08/ EB driver’s license.

DUTIES: *Manage the implementation of Road Safety Education Programmes *Coordinates Road Safety Education projects. Identify and analyse needs within the Province *Liaise with Provincial Departments, Municipalities, Road Safety partners within the Province, Sponsors and Community Based Organizations to enhance road safety within the framework of National curriculum policy statement *Perform Road Safety Management Administrative functions and provides with secretariat services to all Sub-Directorate meetings.

Enquiries: Ms. M. Tshukudu, Tel. Nr (018) 381 9145

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR-ORGANISATIONAL DEVELOPMENT**
REF.NO : **46/2016/17**
SALARY : **R311 784 pa (SL 09)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 and Tertiary qualification in Human Resource Management or Administration *Three (3) to Five (5) years experience in the field of Organisational Development and as Job Evaluation Analyst of which three (3) years must be in a supervisory level *Certificate in Job Evaluation will be an added advantage. **KNOWLEDGE:** *Knowledge of Public Service prescripts applicable to organizational development.*Ability to work under pressure. **SKILLS:** *Good Communication (verbal and writing) skill and interpersonal skills *Report writing skills *Presentation and facilitation skills *Benchmarking and job analysis skills *Problem solving, Planning and organising skills *Computer literacy (MS Word, Excel) Evaluate System and Persal System (Personnel and Establishment administration) * Code EB (Code 8) driving License.

DUTIES:* Administering the development and design of Departmental Organisational structure *Rendering of Job design services within the Department *Ensure and facilitate the process of developing Job Descriptions for all the employees within the Department *Manage the process of conducting analysis, evaluation and grading of posts *Manage and assist in the development of Job Specifications *Managing key responsibility areas of the subordinates.

Enquiries: Ms. R.S Makhotla, Tel. Nr (018) 200 8266

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**

POST : **ASSITANT DIRECTOR-AIRPORT (CHIEF FIRE OFFICER) X 2**

REF. NO : **47/2016/17**

SALARY : **R311 784 pa (SL 09)**

CENTRE : **MAHIKENG AIRPORT**

REQUIREMENTS: * Grade 12 Certificate and appropriate recognized three years Diploma/Degree in the Fire Fighting, rescue and emergency or relevant qualification from an accredited institution coupled with Five (5) years experience in airport fire-fighting, rescue and emergency services. **KNOWLEDGE:** * Through knowledge of principles, practices, procedures, and equipment used in suppression and prevention of aircraft and airport fire and rescue activities.*Knowledge of the National Incident Management Structures (NIMS) *Knowledge of the current trends and developments in the fire-fighting and rescue profession. **SKILLS:** *Ability to plan, direct, organizes, monitor, and evaluate the work of employees and coordinate personnel in a twenty-four hour operation *Ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public *To compile records and reports *Code EB (Code 8) driving License *Computer literacy.

DUTIES: *Plan, organize and direct a program for the provision of firefighting, rescue and emergency services to the airport staff, passengers its visitors and other users *Work with subordinate to assure that all staff are adequately trained and prepared for emergency response situations *Performs the personnel functions of interviewing and selecting, delegating duties and responsibilities, monitoring and evaluating work, and administering disciplinary actions.*Direct the management of Airport's firefighting, rescue and emergency programme in the terminal facilities and the planning and control of budget and expenditures in these areas.*Participating in the development of the Airport including long – range management, operational and developmental strategies and the framework of investments decision – making by the Airport Authority and Airport Tenants.

Enquiries: Mr. O. Baikgaki, Tel. Nr (018) 385 1059

SUB DIRCTORATE : **TRANSPORT TERMINALS (AIRPORT)**

POST : **LANDSLIDE OFFICER**

REF. NO : **48/2016/17**

SALARY : **R262 272 pa (SL 08)**

CENTRE : **MAHIKENG AIRPORT**

REQUIREMENTS: *Grade 12 Certificate and appropriate recognized three year Degree/ National Diploma in Aviation/ Transport Management coupled with two (2) to five (5) years relevant working experience in Airport Landside. **KNOWLEDGE:** *Must have experience of SACCA regulations pertaining to airport landside operations. * Relevant experience in airport landside operations services. **SKILLS:** *Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public *Must have ability to work under adverse conditions for prolonged periods of time * Code EB (Code 8) driving License *Computer Literacy.

DUTIES: *Working alongside Airport partners such as Government Agencies and Airlines as well as internal divisions *Terminals checks, fault and incident logging and reporting, monitoring of CCTV systems, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts *Multi task effectively and stay calm and collected during stressful situations that are often time critical *Perform other related duties and related tasks as assigned by upper level supervisory staff *Use departmental computer equipment to input, review and access records, information and other various data.

Enquiries: Mr. O. Baikgaki, Tel. Nr (018) 385 1059

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**
POST : **AIRSIDE OFFICER**
REF.NO : **49/2016/17**
SALARY : **R262 272 pa (SL 08)**
CENTRE : **MAHIKENG AIRPORT**

REQUIREMENTS: *Grade 12 Certificate and appropriate recognized three year Degree/ National Diploma in Aviation/ Transport Management coupled with two (2) to five (5) years relevant working experience in Airside operation environment. **KNOWLEDGE:** *Must have experience of SACCA regulations pertaining to airside operations * Relevant experience in airside operation services. **SKILLS:** *Must have ability to collaborate with other Airport departments on common goals.*Must have ability to make effective decision regarding Airside Operations during intense or emergency related situations *Must have ability to listen and communicate effectively *Code EB (Code 8) driving License *Computer literacy.

DUTIES: *Assists in developing and implementing Airport operational policies and procedures to ensure the efficient operation and optimum safety and security of all facilities *Directs the preparation and maintenance of Airside Operations directives and manuals, the Airport Emergency plan (emergency procedures manual) and the Airport Certificate Manual *Oversees the gate assignment program and the enforcement of aircraft parking; ensures that it is monitored and in conformance with all applicable regulations and ordinances; initiates corrective action.*Maintain liaison with SACCA, air traffic control tower and certification inspectors, airlines, airport tenants and others *Performs related duties as assigned.

Enquiries: Mr. O. Baikgaki, Tel. Nr (018) 385 1059

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**
POST : **AIRPORT FIREMAN X 6**
REF. NO : **50/2016/17**
SALARY : **R142 461 pa (SL 05)**
CENTRE : **MAHIKENG AIRPORT**

REQUIREMENTS: *Grade 12 Certificate or equivalent plus zero (0) to two (2) years experience in fire fighting.* Fire fighter I & II, and Hazzmat operation. **KNOWLEDGE:** * Experience in the fire fighting environment will be an added advantage.*knowledge of principles, practices, procedures, and equipment used in fighting and prevention of aircraft and airport fire rescue activities. **SKILLS:** *Ability to maintain and compile records and reports. * Code C1 (Code 10) Driving License.

DUTIES: *Respond to emergency and non-emergency incidents *Provide appropriate services as required including emergency rescue and fire suppression * Perform search and rescue for trapped or injured persons * Perform emergency medical and first aid services as needed * Prepare reports regarding emergency incidents as assigned *Drive fire vehicles and/ or operate fire apparatus on emergency calls or at incident scene * Prepare emergency medical incident report regarding patient and incident information.

Enquiries: Mr. O. Baikgaki, Tel. Nr (018) 385 1059