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



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
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VACANCY CIRCULAR NO. 3 OF 2017/2018 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, for Attention Gadifele Noge.

Note: 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. 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). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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. 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 make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. 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: 25/08/2017 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**

POST : **DEPUTY DIRECTOR (ACQUISITION MANAGEMENT)**

REF. NO : **46/2017/18**

SALARY : **Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 plus three year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. **KNOWLEDGE:** Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. **SKILLS:** Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES: Monitor the rendering of price quotations and bid administrations. Monitor the rendering of contract management services. Monitor the administration of acquisition management plans for all line with HR practices, eg PMDS, training and on the job coaching. Render Secretariat services to the Departmental Bid Committees. Coordinate budget projection for the unit.

Enq: Mr. S. Maduma, Tel Nr (018) 200 8057

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**

POST : **SCM PRACTITIONER (LOGISTICS MANAGEMENT)**

REF. NO : **47/2017/18**

SALARY : **R226 611 pa (SL 07)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate. Appropriate three (3) years National Diploma/Degree in Public Administration/Management/Financial Management. Zero (0) to two (2) years working experience within the Procurement unit where orders are generated. Certificate in Supply Chain Management Course and Walker/BAS Certificate. **KNOWLEDGE:** Knowledge of Supply Chain Management prescripts. Broad based black economic empowerment Act 53 of 2003. Preferential procurement policy framework Act 5 of 2000, (BBBEE, PPPFA). Public Financial Management Act (PFMA), Public Service Act, Performance Management Development System (PMDS). **SKILLS:** Good communication skills (verbal and writing). Good interpersonal relationship. Computer literacy. Ability to work independently and under pressure.

DUTIES: Authorise orders on the walker Financial System. Ensure compliance of VA2's before orders generation. Manage the invoice tracking system. Maintain 0-9 file (Pink copies). Report irregular expenditure on monthly basis. Verify the relevancy of signatures in line with the specimen forms. Manage open orders and the performance and development of levels reporting to the post within the

unit. Ensure compliance with PFMA, PPPFA, and Supply Chain Manage Prescripts within the government sector.

Enq: Khumoetsile Setlhabi, Tel Nr (018) 200 8057

Preference will be given to people with disabilities

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **ASSISTANT DIRECTOR (TRANSPORT MANAGEMENT)**
REF. NO : **48/2017/18**
SALARY : **R334 545 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 plus three year National Diploma/ Degree in Transport Management. Three (3) to five (5) years relevant experience in Transport Management environment of which two (2) years must be at supervisory level. A valid driving license. **KNOWLEDGE:** A thorough knowledge of Government transport management policies. Must have knowledge of National and Provincial Policies of Transport. Public Service Act, Rules and regulations. **SKILLS:** Good communication and writing skills. Good interpersonal relationship and organizing skills. Ability to interpret legislation and implement it accordingly.

DUTIES: Manage the administration processes of the departmental pool, subsidized and scheme B vehicles. Manage the implementation of Transport policies and circulars in the Department. Manage the key responsibility areas of the subordinates. Manage the maintenance and accident processes of the Departmental fleet. Manage the departmental fleet asset registers. Manage and ensure compliance by all district/ traffic offices.

Enq: Mr. S. Maduma, Tel Nr (018) 200 8058

DIRECTORATE : **COMMUNICATION SERVICES**
POST : **CALL CENTRE AGENT**
REF. NO : **49/2017/18**
SALARY : **R183 558 pa (SL 06)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate. Call Center Certificate or equivalent plus one (1) to two (2) years experience in a customer care environment/ field. **Must be willing to work shifts.**
KNOWLEDGE: Sound knowledge of mandate of the Department. Knowledge of principles and processes for providing customer and personal services. Knowledge of how and from whom to obtain additional information. Knowledge of administrative and clerical procedures and systems. Knowledge of procedures for receiving, responding to and managing request/enquiries. Knowledge in contact centre operations. **SKILLS:** Computer literacy (intermediate/advanced) in the following applications MS-word, Excel, PowerPoint, MS-outdoor and internet and typing skills. Telephone etiquette skills. Good communications (verbal & written) and listening skills, good interpersonal Relationship, ability to work under pressure and to be prepared to work shifts. Must be fluent in Setswana and English. Problem solving, analytical thinking.

DUTIES: Answer all incoming calls. Handle all telephone enquiries. Attend general office administration. Attend to service delivery complaints against the South African Police Service (SAPS). Verify eNaTIS information. Provide coordination of first respondents to incidents and accidents. Provide coordination of accident and incidents statistics. Assist during the situation analysis.

Enq: M. Madiehe, Tel Nr 018 381 9185

Preference will be given to people with disabilities

DIRECTORATE : GOVERNMENT MOTOR FLEET

POST : ARTISAN (SPECIALISED PRODUCTION) X 03

REF NO : 50/2017/18

SALARY : R252 273 (SL 06)

CENTRE : BRITS X 01, RUSTENBURG X 02

REQUIREMENTS: Grade 12 certificate or equivalent. An appropriate trade test certificate (Motor Mechanic). Three (3) to Five (5) years experience in Fleet Management environment. Valid EC1 driving license and PDP. **KNOWLEDGE:** Sound knowledge of Fleet management. Road Transport Quality system (R.T.Q.S.). Technical design. Knowledge of Public Service policies, rules and regulations, including inter alia Public Service Act and PFMA and Batho Pele principles. Knowledge of Labour relation Act and Technical applications. **SKILLS:** Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytic skills. Ability to communicate at all levels. Ability to work under pressure. Team work and working as an individual. Ability to interact with other Provincial Departments. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.

DUTIES: Attend to all aspects of technical design, Production, operation and maintenance activities. Perform technical services. Administer the utilisation of District fleet. Administer motor accidents. Provide technical services and support in conjunction with associates in field, workshop and technical office activities. Conduct quality assurance in line with specifications.

Enq: MS. R.H Diale, Tel Nr (014) 523 5727

DIRECTORATE : LEGAL SERVICES

POST : SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)

REF.NO : 51/2017/18

SALARY : R420 909 pa

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Matric / Grade 12 or Equivalent. LLB degree or equivalent qualification. Eight (8) years appropriate post qualification legal experience. A valid driving licence. **KNOWLEDGE:** Knowledge of civil litigation, contract drafting, legal opinions and drafting of legislations. Admission as an Advocate or Attorney will be an added advantage. Knowledge of the Constitution of the Republic of South Africa, 1996, Public Finance Management Act, 1999 and Regulations and all Acts and Regulations that are administered by the Department. Good knowledge of Corporate Governance **SKILLS:** Conflict resolution. Good interpersonal skills. Proven Strategic Management and Leadership skills. Computer Literacy; Problem-solving skills. Planning and Organising skills. Project Management. Change Management Skills. Management skills. Skills in drafting of legal documents.

DUTIES: Provide verbal and written Legal opinions on issues affecting the Department. Draft Legal documents. Draft contracts to be entered into by/with the Department. Draft Legislations. Liaise with State Law Adviser regarding the drafting of Legislations. Handle litigation matters. Liaise with the Chief State Law Adviser and the State Attorney regarding Litigation matters.

Enq: Mr. P S P NAMATE Tel Nr (018) 200 8067

SUB DIRECTORATE : TRANSPORT TERMINALS (AIRPORT)
POST : CONTROL FIREMAN
REF. NO : 52/2017/18
SALARY : R281 418 pa (SL 08)
CENTRE : MAFIKENG 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 environment. Fire-fighter 1 and 2. Hazardous Material – Operations certificate will be an added advantage. Code EB (Code 8) driving License. **KNOWLEDGE:** Knowledge of Aviation and Structural Fire fighting, Aircraft Rescue, Scene Stabilization and Emergency Operations Procedures. Knowledge of the characteristics, range, and effectiveness of: various types of fire extinguishing agents, combustible materials, fire alarm systems, fire fighting vehicles and equipment, fire fighting, crash/rescue, and basic emergency medical care, operations pertinent to crash/fire rescue situations, and causes of fires and fire hazards. Knowledge of Aircraft Rescue and Fire fighting Operational Instructions. **SKILLS:** High level of written and verbal Communication with ability to facilitate training. Ability to operate all fire equipment, enter safely in Aircraft fuselage, operate rescue equipment, render basic life care to public and use various service machinery to accomplish the fire and rescue tactics as may be required at a scene. Basic Life Care and Ventilation principles skills. Supervision principles skills. **PERSONAL ATTRIBUTES:** Physical fitness, Exceptional fireman-ship, ample initiative, teamwork ethic and discipline. Self-motivation and an ability to motivate others.

DUTIES: Responds to in-flight or airport ground emergencies to provide supervision while participating in fire fighting and rescue activities. Allocate jobs to fire-fighters at strategic locations to facilitate rescue of persons and maximise application of extinguishing agents. Administer the ongoing training program for fire-fighters by conducting courses and practical demonstrations in crash rescue, fire fighting techniques, and emergency medical care. Provide training by to the managed. Prepare and submit written and oral reports on the status of the training program to Management in accordance to SACAA regulatory requirements. Supervise staff.

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

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK (TRAFFIC LAW ADMINISTRATION) X 02
REF. NO : 53/2017/18
SALARY : R152 862 pa (SL 05)
CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate. One (1) to two (2) years relevant working experience in eNaTIS and Abnormal Loads Permits environment. **KNOWLEDGE:** Knowledge of the National Road Traffic Act (NRTA), Public Financial Management Act, Treasury Regulation and other Public Service

related Legislation. **SKILLS:** Computer Literacy. Good verbal and written communication skills
Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability
to work under pressure. Problem solving skills and decision making.

DUTIES: Reconcile cash collected against the performed transactions. Register and issue abnormal
load permits and liaise with Law Enforcement. Provide the administration of application for
Manufacturer Importer Builder (MIB). Render the general administrative support.

Enq: Ms S. Magomotso, Tel Nr (018) 381 9125

Preference will be given to people with disabilities for one of the two posts advertised.