



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 2 OF 2019/2020 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: 27/09/2019 AT 15H30

“Together We Move North West Province Forward”



CHIEF DIRECTORATE : **CORPORATE SERVICES**

POST : **DIRECTOR- HUMAN RESOURCE MANAGEMENT**

REF. NO : **11/2019/20**

SALARY : **The remuneration package of R 1057 326 SL 13 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.**

CENTRE : **HEAD OFFICE- MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. A relevant undergraduate qualification (NQF level 7) in Human Resource Management/Public Administration/Management recognised by SAQA coupled with five (5) years experience at Middle Management within the Human Resource Environment. Valid Driving License. Computer Literacy. Project Management will be a strong recommendation. **KNOWLEDGE:** Knowledge of Public Service Act, Regulations and Frameworks. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Human Resource Management Policies. Knowledge of Supply Chain Management. Knowledge of Government transversal systems (Persal etc). Be able to demonstrate sufficient knowledge of Human resource management in the Department. **CAPABILITIES:** Strategic capability and leadership. Programme and Project management. Financial Management. Service delivery innovation. Analytical skills, problem solving and ability to work independently and under pressure. People management and empowerment. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to plan, organize, formulate, write reports and communicate at the highest level. Must have good interpersonal skills, and able to maintain a positive interpersonal relations and be able to work as part of team, and as an individual.

DUTIES: Manage and provide Human Resource Administration Services. Manage and Provide Organisational Development and service delivery improvement services. Manage and Provide Human Resource Planning and Information Management Services. Manage and provide Human Resource utilization and development programmes. Manage and provide employee Health and Wellness programmes. Manage and provide Labour Relations services. Manage all resources of the Directorate and provide effective guidance on implementation of Government Policies and Regulations. Ensure the proper implementation of Human Resource Policies and provide Strategic Leadership.

Enq: Ms Sizile Mpolokeng, Tel Nr. (018) 200 8022/23

DIRECTORATE : **CRIME PREVENTION PARTNERSHIPS**

POST : **DEPUTY DIRECTOR –COMMUNITY POLICE RELATIONS**

REF : **12/2019/20**

SALARY : **Remuneration package of R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, Medical aid 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 (MMABATHO)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Development Studies/Community Development/Social Sciences/Law or equivalent qualification. Five (5) to ten (10) years relevant work experience in the Safety and Security/Criminal Justice Environment of which three (3) years must be at Junior Management level (Assistant Director). A valid driver's license. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act. Knowledge and understanding of National Crime Prevention Strategy. Civilian Secretariat for Police Service Act. White Paper on Safety and Security. White Paper on Policing. South African Police Service Act. Personnel Management and Budgeting. Community Policing. **SKILLS:** Community Mobilization. Monitoring & Evaluation. Project Management. Problem Solving. Coordination & Facilitation. Computer Literacy. Communication skills (Verbal and written). Presentation skills. Negotiation skills and Report writing skills. Ability to work under pressure and long hours.

DUTIES: Monitor and promote good relations between the police and community. Ensure establishment and capacity building of Community Police Forums and Community Safety Forums. Coordinate community patrollers' programme. Establish and Maintain partnerships in the fight against crime. Manage financial and Human Resources. Produce reports. Manage the Sub-Directorate.

Enq: Ms.KF Nchoe Tel: 018 200 8096/8097

DIRECTORATE : **CRIME PREVENTION PARTNERSHIPS**

POST : **ASSISTANT DIRECTOR –SOCIAL CRIME PREVENTION**

REF : **13/2019/20**

SALARY : **R376 596.pa (SL9)**

CENTRE : **HEAD OFFICE (MMABATHO)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Development Studies/Community Development/Social Sciences/Law or equivalent qualification. Three (3) to Five (5) years experience in the Safety and Security /Criminal Justice Environment of which two (2) years must be at supervisory level. A valid driving license. **KNOWLEDGE:** Knowledge and understanding of National Crime Prevention

Strategy. Civilian Secretariat for Police Service Act. White Paper on Safety and Security. White Paper on Policing. South African Police Service Act. Community Policing. **SKILLS:** Community Mobilization. Monitoring & Evaluation. Project Management. Problem Solving. Coordination & Facilitation. Computer Literacy. Communication skills (Verbal and written). Presentation skills. Negotiation skills and Report writing skills. Ability to work under pressure and long hours.

DUTIES: Coordinate Departmental Social Crime Prevention Programmes. Implement social crime prevention strategies. Monitor establishment and capacity building of Community Safety Forums. Monitor and Evaluate community participation in the Criminal Justice System. Produce reports. Supervise junior staff.

Enq: Ms.KF Nchoe Tel: 018 200 8096/8097

DIRECTORATE : **CRIME PREVENTION PARTNERSHIPS**

POST : **ASSISTANT DIRECTOR- COMMUNITY POLICE RELATIONS**

REF : **14/2019/20**

SALARY : **R376 596pa (SL9)**

CENTRE : **HEAD OFFICE (MMABATHO)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Development Studies/Community Development/Social Sciences/Law or equivalent qualification. Three (3) to Five (5) years experience in the Safety and Security /Criminal Justice Environment of which two (2) years must be at supervisory level. A valid driving license. **KNOWLEDGE:** Knowledge and understanding of National Crime Prevention Strategy, Civilian Secretariat for Police Service Act, White Paper on Safety and Security, White Paper on Policing, South African Police Service Act, Community Policing. **SKILLS:** Community Mobilization, Monitoring& Evaluation, Project Management, Problem Solving and Coordination & Facilitation, and Computer skills. Computer Literacy. Communication skills (Verbal and written). Presentation skills. Negotiation skills and Report writing skills. Ability to work under pressure and long hours.

DUTIES: Monitor and promote good relations between the police and community. Monitor establishment and capacity building of Community Police Forums. Monitor implementation of the community policing strategy. Mobilise communities against crime and establish partnerships. Produce reports. Supervise junior staff.

Enq: Ms.KF Nchoe Tel: 018 200 8096/8097

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **CHIEF PROVINCIAL INSPECTOR (x 3)**
REF NO : **15/2019/20**
SALARY : **R470 040 pa (SL10)**
CENTRE : **BAPONG TRAFFIC CONTROL CENTRE X1,
GANYESA X1 MOGWASE X1 TRAFFIC STATIONS**

REQUIREMENTS: Grade 12 certificate or equivalent plus basic Traffic Diploma from registered traffic college, Seven (7) years working experience in the road traffic management field, with three (3) years as Supervisor. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislations, Vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organizing; leading; controlling; people management. verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational /Project Management.

DUTIES: Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road Safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.

Enq: Mr. P J Stone, Tel 018 381 9110/9104

DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **ASSISTANT DIRECTOR: DEBTORS AND SUSPENSE**
REF. NO. : **16/2019/20**
SALARY : **R376 596.00pa (SL9)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 or equivalent plus 3 years National Diploma/Degree qualification in accounting field/ Financial Management environment coupled with working experience of 3-5 years experience in the field of Debtors management and Management of Suspense accounts of which 2 years must be at supervisory level. Valid Driving license. Certificate in BAS should be attached. **KNOWLEDGE:** Knowledge of PFMA, Treasury Regulations and other related legal financial prescripts. Record keeping procedures. Profound knowledge in management of Debtors and Suspense accounts. Computer literacy, Knowledge of the government financial system (BAS). **SKILLS:** Problem solving, Communication skills (verbal & written), Conflict Management, Coaching and mentoring, Leadership, Report writing, Organising and planning, Analytical thinking. Ability to work under pressure.

DUTIES: Compile monthly and quarterly debtors and suspense reconciliations reports. Ensure implementation of Debtors management and clearing of suspense accounts. Preparation of debtors and Suspense accounts information for submission into the Annual/ Interim Financial Statements. Assist in responding to Audit request and findings relating to the areas of responsibility. Effective Management of Personnel and Resources.

Enq: Ms Leagiso Motshumi, Tel: 018 200 8142

DIRECTORATE : ROAD TRAFFIC MANAGEMENT

POST : PRINCIPAL PROVINCIAL INSPECTOR (X5)

REF.NO : 17/2019/20

SALARY : R316 791 pa (SL 8)

CENTRE : MADIKWE X1, RUSTENBURG X1 WOLMARANSSTAD AND VRYBURG X2, TRAFFIC STATIONS

REQUIREMENTS: Grade 12 certificate or equivalent plus basic Traffic Diploma from registered traffic college. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment. Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organizing; leading; controlling and people management. Verbal and written communication skills. Decision making; problem solving; report writing and labour relations. Driving skills; investigation skills and motivational skills. Innovation/creativity skills. *Operational / project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop traffic law enforcement officials.

Enq: Mr. PJ STONE, Tel. 018 381 9110/9104

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

POST : SENIOR PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM)

REF. NO : 18/2019/20

SALARY : R316 791 pa (SL 8)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent and Three (3) years Diploma/Degree in Human Resource Management/Public Administration/Administration or related with Two (2) to Five (5) years working experience in performance management development system. PERSAL (Personnel Administration) certificate. Valid endorsed Drivers License.

KNOWLEDGE: Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relations Act. PMDS policy and other applicable legislations. Assessment process and technique. **SKILLS:** Computer skills. Data analysis skills and report writing skills. Ability to maintain positive interpersonal relations and work as team. Ability to conduct training and presentation. Good communication skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure.

DUTIES: Conduct training (briefing sessions) on PMDS in line with the PMDS policy and regulatory framework. Conduct Quality Assurance on PMDS documents. Coordinate Moderation processes. Compile submission for all moderated documents for approval. Facilitate confirmation of probation. Assist in record keeping of employee's assessment, and compile data on assessments statistics. Compile monthly, quarterly, and annual reports. Advise managers and supervisor on PMDS policy of the department. Arrange and schedule moderation meetings, venues and other logistics. Manage and develop staff.

Enquiries: Ms M Gae Tel. Nr (018) 200 8257

DIRECTORATE : MEDIA AND COMMUNICATIONS

POST : PRINCIPAL COMMUNICATIONS OFFICER: EXTERNAL

REF.NO : 19/2019/20

SALARY : R316 791 pa (SL 8)

CENTRE : MAHIKENG (HEAD OFFICE)

REQUIREMENTS: Grade 12 or equivalent plus three (3) year National Diploma /Degree in Communications/Public Relations/Journalism or related. Two to three (2 - 3) years experience in the communication environment. A valid driver's license. **SKILLS:** Ability to communicate well with people at different levels and from different backgrounds, Graphic designing, writing skills, negotiation skills, communication skills, analytical skills, skills in writing for different media environments. Computer literacy. Knowledge: Knowledge of communication and media, knowledge on media environment within the province and national, knowledge on writing for the media, knowledge on government communication and knowledge on communication protocols.

DUTIES: Make graphic designs. Conduct media monitoring. Develop and update media data- base. Offer photography services, audio-visual production and manage media material archives. Distribute media correspondence and confirm media attendance during Departmental events. Provide administrative support for the media relations sub- unit. Compile and produce media statements and articles.

Enq: Mr. T Sematle, Tel. 018 200 8010

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **SENIOR PROVINCIAL INSPECTOR (X7)**
REF.NO : **20/2019/20**
SALARY : **R257 508 pa (SL 7)**
CENTRE : **BAPONG CONTROL CENTRE X1, DITSOBOTLA X1,
RUSTENBURG X1,POTCHEFSTROOM X1, TAUNG X1,
GANYESA X1, LEHURUTSHE X1 TRAFFIC STATIONS**

REQUIREMENTS: Grade 12 certificate or equivalent plus basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislation, vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling; people management. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.
Enq: Mr PJ STONE Tel. 018 381 9110/9104

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ACCOUNTING CLERK: SUPERVISOR**
REF. NO : **21/2019/20**
SALARY : **R257 508 pa (SL 07)**
CENTRE : **ITSOSENG REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. ENaTIS Certificate (Motor Vehicle Registration and Licensing). **KNOWLEDGE:** Knowledge of NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. 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 and decision making skills.

DUTIES: Render the supervision services within the Registering Authority. Provide and supervise the efficient assistance to customers and other eNaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected/ drop box slip against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds collected are safely kept during the day. Check transactions documents performed by cashiers against R324 report. Account for all allocated Face Values. Ensure compliance to NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction (RT1194KA). Ensure that necessary equipment and materials are available at all times. Manage the performance and development of staff in the unit. Compile monthly reports.

Enq: Ms I. Senokwane, Tel Nr. (018) 388 1231

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**

POST : **REGISTRY CLERK SUPERVISOR (EMPLOYEE RECORDS MANAGEMENT)**

REF.NO : **22/2019/20**

SALARY : **R257 508 pa (SL 07)**

CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS : Grade 12 Certificate or equivalent with Three (3) to Five (5) years working experience in Records Management. Certificate in records management will be an added advantage. Valid drivers licence. **KNOWLEDGE:** Understanding of the legislative framework governing Records Management and other related prescript. Knowledge of storage and retrieval procedures in terms of the records management policy and guidelines. Knowledge of registry duties, practices as well as the ability to receive, sort, recording and filing according to employee Persal numbers. Knowledge of Public Service Regulation and other relevant prescripts. PMDS policy and other applicable legislation. **SKILLS:** Communication skills. Interpersonal relations. Computer literacy. Persal filing system skills. Good communication skills.

DUTIES: Facilitate implementation of records management policy and guidelines. Provide Employee Registry counter services. Facilitates the process of incoming and outgoing employee files including the proper maintenance of control registers. Render an effective filing of the departmental employee records. Opening and closing of files according to the record classification system i.e. using Persal numbers. Ensure the implementation of Records management Best Practice Model. Supervision of registry personnel.

Enq: M. Malatjie 018 3883943

DIRECTORATE: ROAD SAFETY MANAGEMENT

POST : ROAD SAFETY OFFICER

REF. NO : 23/2019/20

SALARY : R257 508 pa (SL 07)

CENTRE : NGAKA MODIRI MOLEMA

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Education/Communications/Marketing/Road Safety. Zero (0) to two (2) years experience in Road Safety field. A code 08/ EB driving license.. **KNOWLEDGE:** Road Safety Management policies and procedures. Public Service prescripts. Project Management. Understand the current school curriculum. **SKILLS:** Presentation and coordination. Report writing. Computer Literacy. Understand integrating road safety into the school curriculum.

DUTIES: Promote Road Safety Education in all learning institutions. Implement road safety education projects and programmes. Promote road safety through awareness campaigns in the communities. Monitor and evaluate implementation of Road Safety initiatives. Promote positive road user behaviour on public roads. Implement community engagement programmes within the sub district. Establish and maintain stakeholder relations within the sub district.

Enq: Ms. V. Jonathan, Tel Nr (018) 381 9116/36

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : SUPPLY CHAIN PRACTITIONER (DEMAND MANAGEMENT)

REF.NO : 24/2019/20

SALARY : R257 508 pa (SL 07)

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent and three (3) years National Diploma/Degree in Supply Chain Management/Public Administration/Public Management/Logistics Management with One (1) to Two (2) years working experience in Supply Chain Management. **KNOWLEDGE:** Knowledge of Public Service Regulation and other relevant prescripts. Knowledge in PFMA. PPPFA, BBBEA and Codes of Good Practice. Knowledge of Treasury Regulations. Knowledge of Supply Chain Management Practice Notes. Knowledge of Central Supplier Database (CSD) **SKILLS:** Computer skills. Good written and verbal communication skills. Presentation skills. Good interpersonal relations. Ability to work under pressure and meet deadlines.

DUTIES: Conduct market and industry analysis. Compile expenditure analysis. Conduct supplier and commodity analysis. Monitor implementation of Demand Management Plan. Verify Supplier details on Central Supplier Database. Supervise and develop staff.

Enquiries: Mr M Mojaki, Tel. Nr (018) 200 8417

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **ADMINISTRATION CLERK**
REF NO : **25/2019/20**
SALARY : **R173 703 pa (SL5)**
CENTRE : **VRYBURG TRAFFIC STATION**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

Enq: Mr. M M. Keetile, Tel Nr. 053 927 5004

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **HUMAN RESOURCE CLERK (CONDITIONS OF SERVICE)**
REF. NO : **26/2019/20**
SALARY : **R173 703 pa (SL5)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent with at least 1 - 2 years relevant experience in Conditions of Service. **KNOWLEDGE:** Knowledge of Public Service prescripts, Public Service Act, Public Service Regulations, Government Employee Pension Fund, Government Employee Housing Scheme. Procedures and Pension Guidelines, Determination on leave of absence in the Public Service, BCEA, PFMA. **SKILLS:** Computer literacy. Good planning and organizing skills. Good interpersonal relations.

DUTIES: General administration of Pension matters, Process admission to the fund(GEPF), Regular updating of personal particulars of member's, and Process withdrawals from the fund(GEPF). Processing service terminations on Persal. Administer processing of nomination of beneficiaries. Administer state subsidized medical contribution. Attend to pension queries Administer processing of leave matters, and all employees service benefits. Compiling monthly reports.

Enq: Ms BE Foke, Tel Nr. 018 200 8241

DIRECTORATE : **OPERATOR LICENCE AND PERMIT**
POST : **ADMINISTRATION CLERK**
REF.NO : **27/2019/20**
SALARY : **R173 703 pa (SL5)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or Equivalent. One (1) two (2) years experience in Operator License and Permits Administration. **KNOWLEDGE:** Public Service Prescripts. Administration and Clerical Procedures and systems. Public Transport Policies and Procedures. Public Service Prescripts. Knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. **SKILLS:** Communication skills. Computer Literacy. Ability to implement Public Transport Policies accordingly. Ability to work under pressure. Report writing skills. Ability to interact with people. Ability to perform individually and as a team.

DUTIES: Receiving applications for different services. Verifying required documents. Receiving revenue from applicants. Capturing applications into the OLAS system. Issuing of receipts and compilation of financial reports. Registration of received applications. Issuing Operating Licenses.

Enq: Ms. B Bopalamo , Tel Nr (018) 3885314/16

DIRECTORATE : **OPERATOR LICENCE AND PERMIT**
POST : **ADMINISTRATION CLERK-PROCUREMENT**
REF.NO : **28/2019/20**
SALARY : **R173 703 pa (SL5)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or Equivalent. One (1) to two (2) years experience in Supply Chain Management preferably in procurement. **KNOWLEDGE:** Public Service Prescripts. Administration and Clerical Procedures and systems. Public Transport Policies and Procedures. Public Service Prescripts. Public Finance Management Act. Supply Chain Management processes. Knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. **SKILLS:** Communication skills. Computer Literacy. Ability to implement Public Transport Policies accordingly. Ability to work under pressure. Report writing skills. Ability to interact with people. Ability to perform individually and as a team.

DUTIES: Rendering Financial Services in the Directorate. Supply stationery and equipment for the Directorate. Monitor Cash Flow. Prepare monthly reports. Perform general administrative duties.

Enq: Ms. B Bopalamo, Tel Nr (018) 3885314/16

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : GROUNDSMAN
REF. NO : 29/2019/20
SALARY : R102 534 pa (SL 02)
CENTRE : NGAKA MODIRI MOLEMA TRAFFIC ADMINISTRATION

REQUIREMENTS: Abet Education with one (1) to two (2) years working experience in the gardening environment. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

DUTIES: Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from grass, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

Enquiries: Ms. J. Mpunzi, Tel Nr (018) 200 8309

CHIEF DIRECTORATE: TRANSPORT OPERATIONS
POST : DRIVER/MESSENGER X 2
REF.NO : 30/2019/20
SALARY : R145 281 pa (SL4)
CENTRE : BOJANALA FLEET MANAGEMENT MAINTENANCE X1 AND AIRPORT ADMINISTRATION X1

REQUIREMENTS: ABET (Grade 10), Valid Driving License, PDP plus 5 to 10 years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Ms. L. Mongae Tel Nr (018) 200 8029

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**

POST : **DRIVER/MESSENGER**

REF.NO : **31/2019/20**

SALARY : **R145 281 pa (SL4)**

CENTRE : **DR. RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE**

REQUIREMENTS: ABET (Grade 10), Valid Driving License, PDP plus 5 to 10 years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Mr. M M. Keetile, Tel Nr. 053 927 5004

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**

POST : **COMMERCIAL CLEANER (X 5)**

REF NO : **32/2019/20**

SALARY : **R102 534 pa (SL 2)**

CENTRE : **HEAD OFFICE (MAHIKENG) X2, PUBLIC TRANSPORT SERVICES X1, LAW ENFORCEMENT (HEAD OFFICE) X1 AND MADIKWE REGISTERING AUTHORITY X1**

REQUIREMENTS: Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

DUTIES: Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guests.

Enq: Ms. J Mpunzi Tel: 018 200 8309