



dcstm

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



HUMAN RESOURCE MANAGEMENT

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

VACANCY CIRCULAR NO. 03 OF 2021/2022 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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota.

Note Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za.

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment 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 Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by 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. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

CLOSING DATE: 18/03/2022 AT 15H30



"Let's Grow North West Together"



DIRECTORATE: TRANSPORT PLANNING & POLICY DEVELOPMENT
POST : DEPUTY DIRECTOR - TRANSPORT POLICY AND RESEARCH
REF : 15/2021/22

SALARY : Remuneration package of R882 042 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.

CENTER : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus three year's National Diploma or Bachelor's Degree in Transport Management environment /Bachelor of Law or related. Five (05) to Ten (10) years relevant work experience in Transport Management of which three (03) years must be at Junior Management level (Assistant Director) in Transport Management environment. Project Management will be an added advantage. A valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel and PowerPoint). **KNOWLEDGE:** Extensive knowledge of National Land Transport Act, Act No. 5 of 2009, White Paper on Transport Policy, 1996. Knowledge of Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations (PFMA). **SKILLS:** General Management skills. Project Management skills. Communication Skills (writing and verbal). Negotiation skills. Writing Reports and Presentation skills. Economic and Financial analysis skills about Transport Legislations and Policies. Ability to manage Personnel as well as Government Resources. Problem solving skills. Ability to maintain positive interpersonal relations and to work well as part of the team and as individual. Ability to work under pressure. Willingness to travel and work irregular hours.

DUTIES: Manage the Facilitation and Coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating Transport Legislations, Policies and Strategies. Represent the Sub-Directorate on various Committees and Task Teams in relation to development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budgets needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects, with specific reference to transport needs Planning, Organizing, Leading, Monitoring and Evaluation. Written and Verbal reporting. Manage the Sub-Directorate: Transport Policy and Research. Act as Director in the absence of the Director.

Enq: Mr. OA Baikgaki. Tel:018 200 8075



DIRECTORATE: RISK AND INTEGRITY MANAGEMENT
POST : DEPUTY DIRECTOR-ETHICS AND INTEGRITY MANAGEMENT
REF. NO : 16/2021/22
SALARY : Remuneration package of R744 255 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.
CENTER : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Five (5) to ten (10) years relevant Experience in Risk Management / Ethics Management or Internal/External auditing of which Three (3) years must be at Junior Management level (Assistant Director). Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE). Valid driver's License. **KNOWLEDGE:** Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). **SKILLS:** Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication Self-driven and Assertiveness. Policy development and interpretation of policies.

DUTIES: Develop and facilitate fraud prevention plan and anti- corruption strategy. Manage and conduct employee educational and awareness programmes. Facilitate and manage e-disclosure for other designated employees. Conduct risk-based e-disclosure verification and advise on the appropriate action to be taken, where necessary. Establish investigations mechanism and referral to law enforcement agency, where necessary. Manage the Sub-directorate: Integrity Management.

Enq: Ms. M.G Mothibedi, Tel No.: 018 200 8005/7

DIRECTORATE: TRANSPORT PLANNING AND POLICY DEVELOPMENT
POST : ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION
REF.NO : 17/2021/22
SALARY : R477 090p.a (SL 10)
CENTRE : DR. KENNETH KAUNDA DISTRICT

REQUIREMENTS: Grade 12 certificate or equivalent plus Three years National Diploma/Bachelors 'Degree in Transport Economics/Transport Management environment. Three (03) to five (05) years experience in Land Transport Planning Processes, Legislation and Policy Development environment of which two (2) years must be at supervisory level in Land Transport Planning, Legislation and Policy Development environment. Project Management Course will be an added advantage. Valid Driving License Code EB (08) Driving License. Computer Literacy. **KNOWLEDGE:** Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.

DUTIES: Manage and coordinate Transport Planning processes within Provincial and Municipal development planning processes. To coordinate, update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the Provincial, District and Local Municipalities Transport Forums. Manage migration of Integrated

Transport Plans into Municipal Integrated Development Plans. Manage integration of Transport Planning and Land-use planning and management. Participate in Municipal Strategic planning structures. Liaise with external and internal stakeholders and represent the Sub-Directorate on various Committees and Task Teams related to planning and co-ordination. Project Management for assisting with internal projects, with specific reference to Transport Planning needs assessment, Strategy and Project planning, Project monitoring, evaluation and Municipality regarding all issues of transport. Support the Directorate on Administration and Management of the Division: Transport Planning and Coordination responsible for Dr. Kenneth Kaunda District Municipality, through periodic development, monitoring and assessment of the managed. Coordinate Transport Planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated Budget of the Projects.

Enq: Mr. S. Molotsi Tel Nr.: 018 200 8198

DIRECTORATE: RISK AND INTEGRITY MANAGEMENT

POST : ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT

REF. NO : 18/2021/22

SALARY : R382 245p.a (SL 9)

CENTRE : HEAD OFFICE -MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Three (3) to Five (5) years relevant experience in Risk Management / Ethics Management or Internal / External auditing of which two (2) years must be at supervisory level. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE) will be an added advantage. Valid driver's License.

KNOWLEDGE: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). **SKILLS:** Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication, Self-driven and Assertiveness.

DUTIES: Administer and facilitate fraud prevention plan and anti- corruption strategy. Conduct employee educational and awareness programmes. Assist with management and risk-based verifications of e-disclosures. Assist with the investigations mechanism and referral to law enforcement agency, where necessary. Conduct investigations on reported cases and report outcomes.

Enq: Ms. M.G Mothibedi, Tel No.: 018 200 8005/7

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY

REF : 19/2021/22

SALARY : R382 245p.a (SL 9)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus Three (3) years Tertiary qualification in Human Resource Management/ Public Administration/Public Management or related qualification. Three to five (3 – 5) years' practical experience in the Human Resource Planning and Employment Equity Environment. Two (2) years experience at Supervisory level in the Human Resource Planning and Employment Equity Environment. **KNOWLEDGE:** Knowledge and experience in the application of prescripts/ legislative frameworks that govern Human Resource Management in the Public Service Environment, including but not limited to the Employment Equity Act 55 of 1998. Knowledge of the PERSAL System (at least Introduction to the PERSAL System). **SKILLS:** Excellent verbal and written communication skills, problem solving and computer literacy. Strong planning, coordination and presentation skills. Analytical/ innovative thinking, problem solving skills and Excel Spreadsheets.

DUTIES: Development of the Human Resource Plan, Development of the Human Resource Implementation Plan Report, monitoring of the implementation of the Human Resource Plans and compilation of reports. Development of the Employment Equity Plan, compilation of the Employment Equity report, compilation of reports, management of staff.

Enq: Mr BP Motshabi Tel no: 018 200 8270

DIRECTORATE: TRANSPORT PLANNING AND POLICY DEVELOPMENT

POST : SENIOR ADMINISTRATIVE OFFICER: TRANSPORT PLANNING AND COORDINATION

REF.NO : 20/2021/22

SALARY : R321 543(SL 08)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus three years National Diploma/Bachelors Degree in Transport Economics/Transport management environment. Three (03) to Five (05) years experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel, Power Point and E-Mail. Project Management Course will be an added advantage.

KNOWLEDGE: Knowledge of National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours. Code EB (08) Driving License.

DUTIES: Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Research and Policy Development on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

Enq: Mr. S. Molotsi Tel Nr.: 018 200 8198

DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY

POST : INFORMATION COMMUNICATION TECHNOLOGY SYSTEM ADMINISTRATOR

REF.NO : 21/2021/22

SALARY : R321 543p.a (SL 08)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus, Three (3) years Tertiary qualification in IT / Computer System Engineering/Information Systems or related. Two (02) to five (5) years experience in Information Technology Environment using Share Point Systems, Share Point administration and server support. Valid Driver's license.

KNOWLEDGE: ICT Policy interpretation. Good understanding of different ICT (Hardware and Software) Protocols and implementation. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. Good understanding of Microsoft technologies Service delivery driven. Understanding of ICT legislative prescripts. Good understanding on administration of ICT Systems. **SKILLS:** Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal). Policy implementation. Negotiation skills. Excellent interpersonal relations. Good customer relations.

ATTRIBUTES: Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to work under pressure. Ability to work independently.

DUTIES: Ensure departmental Systems administration. Apply best practice to Share-Point sites. Implementing ICT System governance in the department. Documenting database configuration and architecture. Liaise with internal and external stakeholders to provide technical support. Monitor, analyse and report on systems performance . Identify system risks and opportunities. Contribute to building capacity within ICT technical stream and system users. Maintain integrity of the network, server deployment, and security. Installation and management of servers. Provide support on software issues. Create and verify backup. Facilitate training for users. Ensure policy alignment. Perform System assessment and review.

Enq: Mr O. Gabonnwe; Tel no: (018) 388 5685/3697

DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : ARTISAN FOREMAN GRADE A
REF. NO : 22/2021/22
SALARY : R308 826 pa (OSD NOTCHES)
CENTRE : DR. KENNETH KAUNDA –GOVERNMENT FLEET

REQUIREMENTS: Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. **KNOWLEDGE:** Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. **SKILLS:** People management skills and management of technical services.

DUTIES: The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

Enq: Ms Abdool Gany, Tel, No.018 293 9876

DIRECTORATE: TRANSPORT PLANNING AND POLICY DEVELOPMENT
POST : ADMINISTRATIVE OFFICER: TRANSPORT PLANNING AND COORDINATION X 2
REF.NO : 23/2021/22
SALARY : R261 372 p.a (SL 07)
CENTRE : NGAKA MODIRI MOLEMA AND BOJANALA DISTRICT

REQUIREMENTS: Grade 12 Certificate or equivalent plus National Diploma/Bachelors Degree in Transport Economics/Transport Management environment. Two (02) to three (03) years experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Project Management Course will be an added advantage. **KNOWLEDGE:** Knowledge of National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours. Code EB (08) Driving License.



DUTIES: Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Transport planning and Policy Development on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

Enq: Mr. S. Molotsi Tel Nr.: 018 200 8198

DIRECTORATE: TRANSPORT TERMINALS
POST : PRINCIPAL FIREMAN X 2
REF. NO : 24/2021/22
SALARY : R261 372.00 pa (SL 07)
CENTRE : GD MONTSHIOA, AND PILANESBERG AIRPORT

REQUIREMENTS: Grade 12 certificate or equivalent. Southern Africa Emergency Services Institute (SAESI) Higher Certificate or equivalent. 5 years' experience in fire fighting of which two(2) years should be in a supervisory role. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. Valid Driver's Licence – Code EC. Certified Aviation related Fire Service Courses. Valid First Aid Level 3 or higher. **KNOWLEDGE:** Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Aircraft fire, Aircraft construction, Aircraft technical overview, Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, General Airport Procedures, Sound knowledge of public service legislations and framework. **SKILLS:** Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to accept, issue and interpret directives. Ability to work under pressure. Ability to work in a team and independently. Ability to resolve workplace conflicts.

DUTIES: Maintain safety in Airport. Maintain Airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Maintain equipment and facility in a state of readiness. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel on shift

Enq: Mr J Matlaopane, Tel Nr. (014) 552 1261

DIRECTORATE: SUPPLY CHAIN MANAGEMENT
POST : SENIOR ADMINISTRATIVE OFFICER: LOGISTICS MANAGEMENT
REF.NO : 25/2021/22
SALARY : R321 543(SL 08)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6/National Diploma/Bachelor's Degree in Public Administration or Management/Supply Chain Management/ Logistic Management/ Financial Management or related qualification. 3-5 years' experience in Supply Chain Management, preferably in Logistics Management Unit. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act. **SKILLS:** Advanced computer literate and Leadership abilities, interpersonal skills, written and verbal communication, Conflict resolution.

DUTIES: Pre - Auditing of payment Vouchers which includes computation of invoices, quotation and all other supporting documents forming part of the voucher. Checking compliance of vouchers. Implement effective Supply

Chain Management Procedures and Policies. Authorise orders in the Walker System. Maintenance of specimen file and safe custody of vouchers, Administer open orders, Compile and maintain a register of Irregular Expenditure on monthly basis. Keep record of all incoming and outgoing payment vouchers, compile monthly reports, Attend to all queries, record them and make follow-up on unresolved queries, Supervise and assess performance of subordinates.

Enq: Ms Auma Menqe : Tel: 018 200 8087

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM)

REF.NO : 26/2021/22

SALARY : R261 372.00 pa (SL 07)

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent and three (3) years National Diploma/Bachelors' Degree in Human Resource Management/Public Administration/Administration or related with Two (2) to Three (3) years working experience in performance management development system. PERSAL Personnel Administration certificate is required. Valid endorsed Drivers License. **KNOWLEDGE:** Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relation Act. PMDS policy and other applicable legislations. Assessment process and technique. **SKILLS:** Computer skills. Data analytical skills, Conflict Management and report writing skills. Ability to maintain positive interpersonal relations and work as a team. Ability to conduct training and presentation. Good communication skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure and independently. Extensive driving especially down the respective districts.

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. Coordination of probations. Compile submission for all moderated documents together with the probationary documents for approval. Assist in record keeping of employee's assessment and compile data on assessments statistics. Compile monthly, quarterly and annual reports. Advice managers and supervisor on PMDS policy of the Department. Logistical arrangements for the moderations for levels 2-12. Serve as a technical adviser during the moderations and Appeal sittings. Monitoring of the PMDS for the smooth implementation of such. Supervise the key areas of the managed. Attend to all queries on PMDS matters.

Enq: Ms MN Gae, Tel. Nr (018) 200 8257

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : HUMAN RESOURCE CLERK SUPERVISOR – CONDITIONS OF SERVICE

REF.NO : 27/2021/22

SALARY : R261 372.00 pa (SL 07)

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent with three (3) to (5) Five years working experience in Human Resource Administration matters. Persal certificate in Leave administration. **KNOWLEDGE:** Knowledge of HR policies, Determination of leave of absence in the public service, and application in terms of relevant Legislative Frame work, (i.e. Public Service Act, Public Service Regulations). Knowledge of GEPF/ GPAA on-line Submission of Pension applications. **SKILLS:** Data capturing integrity, ability to interpret policies, report writing, Computer skills, Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Ability to work under pressure.

DUTIES: Manage Leave of absence. Manage employee's service benefits and allowances. Administer payment of Pension benefits. Performance management and development of personnel. Prepare submissions related to Leave matters, Pensions administration, and allowances in terms of Resolution 3 of 1999. Prepare weekly, Monthly and annual reports.

Enq: Ms B Foke, Tel. Nr (018) 200 8241



DIRECTORATE: **LAW ENFORCEMENT**
POST : **CHIEF PROVINCIAL INSPECTOR**
REF NO : **28/2021/22**
SALARY : **R477 090 pa (SL10)**
CENTRE : **MADIKWE, KOSTER, AND MAHIKENG TRAFFIC STATIONS**

REQUIREMENTS: Grade 12 certificate or equivalent plus Relevant Tertiary Qualification (Three 3) years National Diploma/Degree or equivalent. Three (3) to five (5) years supervisory experience. Seven (7) to ten (10) years working experience in the Road Traffic Law enforcement field, A valid relevant driving license (A and EC), 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 Nr. (018) 381 9110/9104

DIRECTORATE: **LAW ENFORCEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF NO : **29/2021/22**
SALARY : **R 321 543pa (SL8)**
CENTRE : **VENTERSDORP TRAFFIC STATION X 2**

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, Organising, 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 P J STONE, Tel Nr. (018) 381 9110/9104



DIRECTORATE : **LAW ENFORCEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF NO : **30/2021/22**
SALARY : **R 321 543pa (SL8)**
CENTRE : **VRYBURG TRAFFIC STATION**

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, Organising, 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 P J STONE, Tel Nr. (018) 381 9110/9104

DIRECTORATE: **LAW ENFORCEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF NO : **31/2021/22**
SALARY : **R 321 543pa (SL8)**
CENTRE : **MAHIKENG TRAFFIC STATION**

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, Organising, 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 P J STONE, Tel Nr. (018) 381 9110/9104



DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **32/2021/22**

SALARY : **R261 372 pa (SL 7)**

CENTRE : **TAUNG TRAFFIC STATION**

REQUIREMENTS: Grade 12 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 licence 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 P J STONE, Tel.Nr. (018) 381 9110/9104

DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **33/2021/22**

SALARY : **R261 372 pa (SL 7)**

CENTRE : **MAHIKENG TRAFFIC STATION X 2**

REQUIREMENTS: Grade 12 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 licence 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 P J STONE, Tel.Nr. (018) 381 9110/9104



DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **34/2021/22**

SALARY : **R261 372 pa (SL 7)**

CENTRE : **DITSOBOTLA TRAFFIC STATION**

REQUIREMENTS: Grade 12 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 licence 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 P J STONE, Tel.Nr. (018) 381 9110/9104

DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **35/2021/22**

SALARY : **R261 372 pa (SL 7)**

CENTRE : **WOLMARANSSTAD TRAFFIC STATION**

REQUIREMENTS: Grade 12 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 licence 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 P J STONE, Tel.Nr. (018) 381 9110/9104



DIRECTORATE: LAW ENFORCEMENT
POST : SENIOR PROVINCIAL INSPECTOR
REF.NO : 36/2021/22
SALARY : R261 372 pa (SL 7)
CENTRE : BAPONG TRAFFIC CONTROL CENTRE X 3

REQUIREMENTS: Grade 12 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 licence 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 P J STONE, Tel.Nr. (018) 381 9110/9104

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING
POST : ACCOUNTING CLERK SUPERVISOR
REF. NO : 37/2021/22
SALARY : R261 372 pa (SL 7)
CENTRE : BOJANALA 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 Authorities. 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: OPERATOR LICENSE AND PERMITS
POST : ADMINISTRATION OFFICER: LICENSING ADMIN SUPPORT
REF. NO : 38/2021/22
SALARY : R261 372 pa (SL 7)
CENTRE : BOJANALA DISTRICT

REQUIREMENTS: Grade 12 Certificate or equivalent plus NQF level 6 in Transport environment or related equivalent qualification coupled with one (1) to two (2) years experiences in Operating licenses and permits administration, liaison with public transport operators and provincial regulatory entity, transport planning, legislation and policy environment. Valid driving license. **KNOWLEDGE:** Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS:** Computer Literacy, Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach.

DUTIES: Administration of operating licenses/permits, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

Enq: N Dikobe, Tel Nr (018) 388 5314/16

DIRECTORATE: TRANSPORT TERMINALS
POST : FIREMAN/ FIREFIGHTER X 2
REF. NO : 39/2021/22
SALARY : R176 310p.a (SL5)
CENTRE : PILANESBERG AND GD MONTSHIOA AIRPORT

REQUIREMENT: Grade 12 or equivalent plus Two (2) Years experience in fire fighting environment. Fire fighter 1 and Fire fighter 2. National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. First Aid Level 3 certificate or higher. Valid Driver's Licence – Code C1. **KNOWLEDGE:** Ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, Control Room Management, Sound knowledge of public service legislations and framework **SKILLS:** Computer skills (Ms Word, Excel, Power Point), Good communication skills (Verbal and Written), Ability to interpret directives and to work under pressure. Ability to work in a team and independently.

DUTIES: Maintain safety at the Airport. Maintain airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire fighter work methodologies and comply with South African Civil Aviation Authority(SACAA) Regulations. Participate in fire drills, attends classes in fire fighting, emergency medicals, hazardous materials, and related subject. Participate in the inspection of buildings, hydrants, runway, apron and other structure in the fire prevention programme. Perform general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds stations; make minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Enq: Mr J Matlaopane, Tel Nr. (014) 552 1261

