



dhsp&l

Department:
Human Settlements, Public Safety & Liaison
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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**HUMAN RESOURCE MANAGEMENT
PUBLIC SAFETY & LIAISON BRANCH**

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DEPARTMENT OF HUMAN SETTLEMENTS, PUBLIC SAFETY & LIAISON

PUBLIC SAFETY AND LIAISON BRANCH

VACANCY CIRCULAR NO. 3 OF 2014/2015 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 Public Safety& LIAISON, Private Bag x19, MMABATHO 2735 Office No. 146, 1st Floor, New Head Office Complex-Old Parliament Building, Modiri Molema Road, for attention Ms. Gadifele Noge

NOTES: (a) Applications must be accompanied by a **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 Qualifications, **ID document**, and other required documents.
Failure to submit the requested documents will result in the application not being considered.

- b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
- c) Candidates must indicate the number of the post/reference number and the centre in their applications.
- d) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.
- e) Applications should be forwarded in time to the department **since applications received after the closing date and time indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**
- f) It will be expected of candidates to be available for selection interviews on a **date, time and place** as determined by the Department.
- g) The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only.
- h) Previous employment records will be verified. All appointments will be subjected to a positive qualifications verifications as well as security clearance and vetting.
- i) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

CLOSING DATE: 06/06/2014 AT 16h00

"Working together we can do more"



DIRECTORATE: ROAD TRAFFIC MANAGEMENT

POST : ADMINISTRATION CLERK – SUPERVISOR

REF : 20/2014

SALARY: R 183, 438 p.a (SL 7)

**CENTRE : ZEERUST WEIGHBRIDGE X 1, POTCHEFSTROOM
WEIGHBRIDGE X 1.**

REQUIREMENTS: QUALIFICATIONS: *Grade 12 or Equivalent qualification with two (2) to three (3) years experience in weighbridge administration.*Weighbridge and Contravention (Traffman) Certificate will be an added advantage.

KNOWLEDGE: Legislative framework governing the Public Service.*Working procedures in terms of the working environment.*Clerical duties and practices. *Applicable information management system. **SKILLS:** *Computer literacy in MS Office (Word and Excel).*Ability to capture data, operate computer and analyse collected statistics. *Good interpersonal relationship skills. *Good verbal and written communication skills.* Good planning and organising skills. **ATTRIBUTES:** *Client centered.*People orientated and sense of responsibility.*Self-motivated and ability to work independently.

DUTIES: *Supervise and render clerical support services.*Supervise weighbridge personnel and equipment.*Monitor information captured in the system.*Analyse collected statistics.*Supervise and provide supply chain clerical and financial administration support services for the weighbridge.

Enq: Mr. S. Mmono, Tel.No (018) 381 9199

POST : ADMINISTRATION CLERK

REF : 21/2014

SALARY: R 123,738 p.a (SL 5)

**CENTRE: ZEERUST WEIGHBRIDGE X 8, POTCHEFSTROOM
WEIGHBRIDGE X 12.**

REQUIREMENTS: QUALIFICATIONS: *Grade 12 or Equivalent qualification with zero (0) to two (2) years experience in weighbridge administration.*Weighbridge and Contravention (Traffman) Certificate will be an added advantage.

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), warrant of arrest in the system and attend to their enquiries. *Weigh and reweigh vehicles on the scale. *Direct trucks to the scale and capture their information before prosecution. *Perform general Administrative duties.

Enq: Mr S Mmono Tel NO :(018) 381 9199

POST : COMMERCIAL CLEANER
REF : 22/2014
SALARY : R73, 044 pa (SL 2)
**CENTRE : ZEERUST WEIGHBRIDGE X 1, POTCHEFSTROOM X1
WEIGHBRIDGE X 1.LEHURUTSHE STATION X2,
POTCHEFSTROOM STATION X1, KLERKSDORP STATION X1.**

REQUIREMENTS: *Abet Education, with one (1) 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, hardworking, trustworthy and able to work as team.

DUTIES: *Render office cleaning services, clean surface and floors, vacuum carpets and upholstery. *Ensure that toilets are always clean, toilets papers are in place and towels are washed. *Prepare facilities for meetings and courses. *Prepare tea for manager's guests.

Enq: Mr S Mmono Tel no.: (018) 381 9199

POST : GROUNDSMAN or GROUNDSWOMAN
REF : 23/2014
SALARY : R73, 044 pa (SL 2)
**CENTRE : ZEERUST WEIGHBRIDGE X 1, POTCHEFSTROOM X1
WEIGHBRIDGE X 1. LEHURUTSHE STATION X2,
POTCHEFSTROOM STATION X1, KLERKSDORP STATION X1.**

REQUIREMENTS: *ABET plus one (1) to two (2) years experience in the gardening environment. **KNOWLEDGE:** *Knowledge of gardening equipments. *Working procedures in respect of working environment.*Health and safety measures. **SKILLS:** *Basic numeracy, literacy and interpersonal relationship skills *Routine verbal communication.

DUTIES: *Clean and create an orderly working environment.*Operate elementary machines / equipments. *Protect and safeguard premises and equipments. *Provide proper upkeep of sidewalks, driveways and parking lots.*Maintain existing grounds / gardens by caring for lawn, sod, plants and trees.

Enq: Mr S Mmono Tel No. (018) 381 9199

