



dcs&tm

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



HUMAN RESOURCE MANAGEMENT

Third Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 10 OF 2016/2017 FINANCIAL YEAR

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

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

- NOTES:** (a) Applications must be accompanied by signed and dated Z83, a **recent updated Comprehensive CV** with at **least names of three (3) referees** with **current contact details**, originally certified copies of all qualification(s), and ID-document/National Identity card. **Failure to submit the requested documents will result in the application not being considered.**
- (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
- (c) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**
- (d) Candidates must indicate the number of the post/reference number in their applications.
- (e) Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for.
- (f) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**
- (g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.
- (i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.
- (j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.
- (k) All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.**

CLOSING DATE: 21/12/2016 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



**POST: DEPUTY DIRECTOR GENERAL
(HEAD OF DEPARTMENT)
(5-YEAR CONTRACT)**

Ref: 54/2016/17

NB: This is a re- advertisement; candidates who previously applied may not re-apply.

Remuneration: R 1299 501.00 per annum-All inclusive flexible remuneration package, (salary level 15) plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs)

Centre: Mahikeng

Requirements: Grade 12 Certificate. An undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies or Administration. 8-10 years' work experience as a Senior Manager within the Safety & Security Sector and or Transport Sector. Valid Driving License. Computer Literacy. No criminal Record(proof to be attached).**Competencies:** Strategic capacity and dynamic leadership skills Programme and project management skills. Strong financial management skills. Problem-solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. **Knowledge:** Relevant Safety & Security as well as Transport Policies and Legislations.

Duties: In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Ensuring the realisation of excellent service rendition in the development of Community Safety & Transport Management within the Province within the context of the Constitution, other legislation and policy instruments. Monitoring the effectiveness and efficiency of the police service and promoting community police relations. Monitoring and controlling transport regulations and managing road safety in the province. Managing and facilitating the provision of financial management services. Managing transport operations in the province. Managing and monitoring the provision of corporate management services. Monitoring the provision of strategic direction and coordination to the district management. Monitoring the conducting of Departmental risk and environmental analysis. Providing overall advice to the Executive Authority on policy matters related to Community Safety & Transport Management in accordance with applicable legislation.

Facilitating and supporting the Executive Authority on all his/her parliamentary and cluster work to ensure effective Governance * Supervising the overall performance of all Chief Director/ directorates and ensuring effective policy compliance * Ensuring that public funds entrusted to the Department are managed in an effective, efficient and transparent manner

Enq : Ms Sizile Mpolokeng, Tel : 018 200 8021

POST : ASSISTANT DIRECTOR: RISK MANAGEMENT

REF : 43/2016/17

DIRECTORATE: RISK MANAGEMENT

This is a re-advertisement; applicants who applied previously are encouraged to re-apply

SALARY : R311 784 pa (SL 09)

CENTRE : HEAD OFFICE/ MMABATHO

REQUIREMENTS: Grade 12 Certificate. Appropriate recognised three year Diploma/Degree in Risk Management/Auditing coupled with Five (5) years experience in the Risk Management environment of which two (2) years must be at a supervisory level. Computer Literacy. Drivers License.
KNOWLEDGE: Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework, Business Continuity Framework. **SKILLS:** report writing, verbal and written communication, analytical and innovative, presentation skills and computer literate.

DUTIES: Facilitate the development and review of the business continuity policy, framework, methodology and implementation plan. Identifying critical business activities, conducting risk assessments and Business Impact Analysis, Facilitate the identification of response options, Facilitate the development of the Business Continuity Plans and maintenance thereof, Conduct awareness and education programmes, Participate in the exercising and testing programmes, monitor implementation of the Business Continuity Plans and recommend improvement. Compile reports.

Enq: Ms. N. Ramafi, Tel. Nr (018) 200 8062

POST : RISK MANAGEMENT COMMITTEE MEMBERS (x 2)

REF NO : 56/2016/17

DIRECTORATE : RISK MANAGEMENT

In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three-year period).

TERMS OF APPOINTMENT: Suitable and qualified persons will be appointed for a period of three (3) years. Thereafter, the Accounting Officer *may* renew the period for another term. This is not a full-time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary and will be approved by the Accounting Officer.

SALARY : The compensation of Risk Management Committee members will be as per the National Treasury's determination of Audit Committees. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies in line with the National and Provincial Treasury guidelines.

CENTRE : MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus a relevant (NQF Level 7) qualification in Auditing / Risk Management / Business Management / Financial Management .Driving license. Experience: A person must have more than five years senior management experience in Auditing/ Finance/ Risk Management / Governance Committees. Knowledge of the PFMA, Treasury Regulations and the Public

Sector Risk Management Framework .Public Sector knowledge will serve as an added advantage. Competencies: Experience in governance structures .Must be able to dedicate time to activities of the Risk Management Committee. An enquiring and analytical mind-set with good communication and report writing skills. An understanding of the regulatory framework within which Provincial Departments operate. Computer literacy.

DUTIES: Assist the Accounting Officer to execute duties to achieve the Department's objectives, and oversee that Risk Management unit conduct activities in terms of the approved risk management plan. Execute Risk Management Committee functions in terms of the PFMA, Treasury regulations, the Public Sector Risk Management Framework, Risk Management Committee Charter and the King III Report on Corporate Governance .Advise the Accounting Officer and recommend improvements on the risk management processes within the Department.

Enquiries: Mr. B. Chuma, Tel.Nr (018) 200 8009

POST : RISK MANAGEMENT COMMITTEE CHAIRPERSON

REF NO : 44/2016/17

DIRECTORATE : RISK MANAGEMENT

In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three-year period). Terms of Appointment: Suitable persons will be appointed for a period of three (3) years. Thereafter, the Accounting Officer may renew the period for another term. This is not a full-time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary and will be approved by the Accounting Officer.

SALARY: The compensation of Risk Management Committee members will be as per the National Treasury's determination of Audit Committees. National Treasury schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses are based on the Department's related policies in line with the National and Provincial Treasury guidelines.

CENTRE: MAHIKENG

REQUIREMENTS: Matric plus a qualification in Auditing / Risk Management / Business Management / Financial Management coupled with more than seven years' senior management experience in Auditing/ Finance/ Risk Management / Governance Committees. Driver's license. Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework. Knowledge in the Public Sector is a requirement for this position. Knowledge in Safety and Transport Sector will serve as an advantage. Experience as a member or person of Governance Committees will serve as an advantage (e.g. Audit Committees, Risk Management Committees, Board of Directors).Competencies: Must be able to dedicate time to activities of the Risk Management Committee. An enquiring and analytical mind-set with good communication skills. An understanding of the regulatory framework within which Provincial Departments operate. Report writing skills.

DUTIES: Assist the Accounting Officer to execute duties to achieve the Department's objectives, and oversee that Risk Management unit conduct activities in terms of the approved risk management plan, Execute Risk Management Committee functions in terms of the PFMA, Treasury Regulations, the Public Sector Risk Management Framework, Risk Management Committee Charter and the King III Report on Corporate Governance. Advise the Accounting Officer and recommend improvements on the risk management processes within the Department.

Enquiries: Mr B Chuma 018 200 8009