



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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PUBLIC SAFETY AND LIAISON BRANCH

VACANCY CIRCULAR NO: 1 OF 2014/2015 FINANCIAL YEAR

The Department of Human Settlements, Public Safety and Liaison 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 Bagx19, 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 previous employment records will be verified.
- h. 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 requirements

CLOSING DATE: 30/04/2014 16h00

“Working together we can do more”



DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : CHIEF PROVINCIAL INSPECTOR
REF NO : 01/2014
SALARY : R 314,709 pa (SL 10)
CENTRE : DR RUTH SEGOMOTSI MOMPATI X1.

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE:* Grade 12 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 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 / Project Management.

DUTIES: * Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. *Manage joint law enforcement activities and projects (co-operative 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.

Mr. S. Mmono, Tel. Nr (018) 381 9199

POST : CHIEF PROVINCIAL INSPECTOR
REF : 02/2014
SALARY: : R 314 704. 00 P.a. (SL 10)
CENTRE : NGAKA MODIRI MOLEMA DISTRICT

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent plus a basic Traffic Diploma from registered traffic college; Seven (7) years working experience in the road traffic management field, of which three (3) years must be at supervisory level; A valid driving licence and no criminal record; IT Diploma or Certificate will be as added advantage. **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 legislation; Vehicle Inspections/impoundment; Completion of law enforcement document management systems (TRAFMAN & eNATIS); **SKILLS:** Records management; customer relationship management; planning; organising; leading; controlling; people management; communication; decision making; problem solving; writing and reporting; labour relations; investigation skills; motivational skills; innovation/creativity skills; operational/Project management.

DUTIES: Manage traffic information in the district, Supply information in the form of complex, comprehensive reports to the District Manager on accident statistics and other traffic management related information, Ensure validity of statistics and information as well as the proper handling thereof in the District, Municipal Traffic Authorities and SAPS Stations; Manage national accident register related activities in the district; Assist with formulation of policies and measures; Ensure a high standard of traffic information management in the district; Manage the provincial accident bureau (Distribution of AR forms to SAPS, Municipal and Provincial Traffic in the districts); Manage the collection of AR forms from SAPS, the capturing of forms and ensure a high level of service delivery; Liaise with service providers of traffic information systems as well as other role players/stake holders, bodies / departments; Attend meetings and make meaningful contributions at Provincial level; Managing data on district Traffman database.

Mr. S. Mmono, Tel. Nr (018) 381 9199

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

POST : CHIEF PROVINCIAL INSPECTOR
REF : 03/2014
SALARY: : R314 709p.a (SL 10)
CENTRE : MADIKWE STATION

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent plus a basic Traffic Diploma from registered traffic college; Seven (7) years working experience in the road traffic management field, of which three (3) years must be at supervisory level; A valid driving licence 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 legislation; Vehicle Inspections/impoundment; Completion of law enforcement document management systems (TRAFFMAN & eNATIS); **Skills:** Records management; customer relationship management; planning; organising; leading; controlling; people management; communication; decision making; problem solving; writing and reporting; labour relations; investigation skills; motivational skills; innovation/creativity skills; computer literacy; operational/project management.

DUTIES: Ensure general compliance to traffic and public transport legislation; Manage the implementation of Law enforcement operational plans; Respond to trends identified by traffic management information; Co-ordinate traffic related events, Manage HR and Financial Resource.

Mr. S. Mmono, Tel. Nr (018) 381 9199

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

POST : PRINCIPAL PROVINCIAL INSPECTOR
REF NO : 04/2014
SALARY : R 212 106 pa (SL 8)
CENTRE : MONTSHIOA STATION X1, BAPONG TRAFFIC CONTROL CENTRE X1. DITSOBOTLA X1.

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE:* Grade 12 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 legislation,* 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.

ENQUIRIES : Mr. S. Mmono, Tel. Nr (018) 381 9199

POST : SENIOR PROVINCIAL INSPECTOR
REF NO : 05/2014
SALARY : R 170 799 pa (SL 7)
**CENTRE : LEHURUTSHE STATION X2, MONTSHIOA STATION X1,
BRITS STATION X1, GANYESA STATION X1, BAPONG
TRAFFIC CONTROL CENTRE X1, POTCHEFSTROOM
STATION X1, RUSTENBURG STATION X2**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE:* 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 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.

ENQUIRIES : Mr. S. Mmono, Tel. Nr (018) 381 9199

POST : SENIOR ADMINISTRATION CLERK
REF.NO : 06/2014
SALARY : R 170 799 pa (SL 7)
CENTRE : LEHURUTSHE STATION

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent qualification with two (2) to five (5) years working experience in office administration. **KNOWLEDGE:** Public Service Prescripts; Administrative and clerical procedures and systems; Applicable information management system. **SKILLS:** Computer literacy in Ms Office (word & Excel); Good interpersonal relationship; Good verbal and writing communication skills. Planning and organizing skills

DUTIES: Supervise and render general clerical support service. Supervise and provide supply support services within the unit. Administer the capturing of traffic fines (J534), court cases, accidents report in the system and attend to their enquiries. Supervise and provide financial administration support services within the station. Supervise human resource /staff.

ENQUIRIES : Mr. D. Motlathledi, Tel Nr. (018) 632 0162

POST : ADMINISTRATION CLERK
REF.NO : 07/2014
SALARY : R 115 212 pa (SL 5)
CENTRE : MADIKWE TRAFFIC STATION

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or Equivalent with 1– 2 years experience in administration. **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.

ENQUIRIES: Mr. P.A Moeketsi, Tel Nr. (014) 553 2175/76

DIRECTORATE : STRATEGIC SUPPORT SERVICES

POST : AD: ICT SYSTEMS SUPPORT

REF.NO : 08/2014

SALARY : R 252 144 pa (SL 9)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: An appropriate recognised three year Degree / National Diploma in Information Systems or related field plus three (3) to five (5) years experience in Information Technology field of which two (2)years must be at a supervisory level. **KNOWLEDGE:** * In-depth knowledge in business analysis and application support and development. * Good understanding of Control Objectives for Information and Related Technology (COBIT) framework. * Understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other Government Prescripts. *Ability to read and interpret policies, * Knowledge of techniques to simplify work processes and procedures. **Skills:** * High level proficiency in the use and understanding of computers* Basic research skills. * Facilitation and presentation skills. * Report-writing skills. * Ability to communicate well verbally and in writing. * Creativity and innovative.* Ability to work independently and as a team. * Good interpersonal skills. * Unendorsed driving license.

DUTIES: * Render application support services. * Manage the application development cycle. * Administer the implementation of corporative governance.* Develop and maintain Departmental portal service. * Manage the performance and development of staff in the immediate span of work.

ENQUIRIES: Ms. G. Mogale, Tel.Nr (018) 388 2152

POST : REGISTRY CLERK

REF.NO : 09/2014

SALARY : R 115 212 pa (SL5)

CENTRE : HEAD OFFICE (MAHIKENG)

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: *Grade 12 or equivalent qualification with 1-2 years experience in records management/filing environment. **KNOWLEDGE:** *Knowledge of Registry services and prescripts governing registries. *Administrative and clerical procedures and systems. **SKILLS:** *Good communication skills (written and verbal)* Computer literacy (Excel, PowerPoint, Microsoft Word). *Interpersonal skills and organisational skills. **ATTRIBUTES:** *Client centered. *People Orientated. *Sense of responsibility. *Self-motivated and ability to work independently. *High level of confidentiality.

DUTIES: *Proper managing, maintenance and application of the filing system. Process and register incoming mail. Open and close files and annexure. Conduct registry maintenance and undertake general registry work. Manage office equipment such as photocopiers and franking machine.

ENQUIRIES: Mr. E. Khuto, Tel. Nr. (018) 388 1352

DIRECTORATE : RISK MANAGEMENT

POST : SENIOR STATE ACCOUNTANT

REF.NO : 10/2014

SALARY : R212 106 pa (SL 8)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent plus an appropriate recognised three year Degree / National Diploma in Risk Management /Finance /Auditing with Two (2) to Five (5) years relevant working experience* Valid driver's license. **KNOWLEDGE:** Risk Management and Anti-corruption procedures* PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy* Report writing skills* Good verbal and written communication skills* Interpersonal relation skills.

DUTIES: * Facilitating periodic, regular identification and assessment of potential strategic, operational and functional risks. * Facilitate periodic risk assessments for major projects and changes in operations. * Continuous Risk monitoring and reporting. * Record decisions regarding risk mitigation. * Identifying the opportunities and areas of improvement through the risk monitoring processes.

ENQUIRIES: Ms. N. Ramafi, Tel.Nr (018) 388 4475

DIRECTORATE : REVENUE MANAGEMENT

POST : ADMIN CLERK (e-NaTIS HELP DESK)

REF.NO : 11/2014

SALARY : R 115 212 pa (SL 5)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: QUALIFICATIONS *Grade 12 or Equivalent qualification with 1 – 2 years experience in e-Natis administration or a bank teller/cashier. **KNOWLEDGE:** Public Service prescripts* Administrative and clerical procedures. **SKILLS:** Computer literacy (Excel, PowerPoint, Microsoft Word). *Good verbal and communication skills *Ability to work under pressure. **ATTRIBUTES:** Client centred, People orientated and sense of responsibility.* Ability to work independently and to work well as part of the team.*Good interpersonal relations.

DUTIES: Receive and distribute sensitive transactions requests received from the Registering Authorities and the capturing of the transactions after it has been verified and approved, Filing of all concluded transactions documents, Perform general administrative duties.

ENQUIRIES: Mr. B. Venter, Tel. Nr (018) 388 1232

DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION

POST : ASSISTANT DIRECTOR: MONITORING AND EVALUATION

REF.NO : 12/2014

SALARY : R252 144.00 pa (SL 09)

CENTER : HEAD OFFICE

REQUIREMENTS: QUALIFICATION AND EXPERIENCE:*Grade 12 or equivalent plus a three (3) year tertiary qualification in Public Administration/ Statistics/ Economics / Information Management / Equivalent Qualification. * Five years (5) experience in Monitoring and Evaluation/Strategic Planning/Information Management.*A valid driving license. **KNOWLEDGE:** *Application of research methodology, as well as knowledge of strategic direction of Government Monitoring and Evaluation frame works. *Understanding of policy formulation, analysis and coordination.*Knowledge and procedures for auditing, evaluating programmes / projects and impact analysis. *Strategic Planning. *Financial Management and planning. *Knowledge of how to obtain and disseminate information. **SKILLS:** *Proven strategic management and leadership skills. *Excellent oral and written communication skills. *Computer skills. *Project Management skills. *Risk Management skills. *Excellent interpersonal skills. *Negotiation skills, *People Management skills. *Research and analytical skills. **ATTRIBUTES:** *Ability to adhere to responses and deadlines timeously. *Ability to work irregular hours.

DUTIES:*Monitor and evaluate implementation of strategic Departmental programmes and projects. *Coordinate impact analysis for the strategic Departmental Programmes. *Ensure implementation of the Monitoring and Evaluation System. *Monitor, evaluate report on progress in relation to the national and provincial priorities. *Manage the key responsibilities of subordinates.

ENQUIRIES: Ms N Mphahlele Tel NO: 018 388 2874

POST : PERSONAL ASSISTANT TO DIRECTOR STRATEGIC PLANNING, MONITORING & EVALUATION
REF NO. : 13/2014
SALARY : R170 799 pa (SL7)
CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Qualification and Experience * A recognised tertiary qualification in office Administration/ Management assistant/office management and technology or Secretarial plus two (2) to three (3) years relevant experience in office administration/secretarial duties or Grade 12 with 3- 5 years experience in office administration or secretarial duties.

KNOWLEDGE *Knowledge of how to obtain and disseminate information.*Knowledge of procedures for receiving, responding to and managing request / enquiries. * Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.**SKILLS** * Good communication skills and interpersonal relations. * Computer skills. * Good verbal and written communication.

DUTIES:*Provide and maintain access and security of information and documents. * Render administrative & secretarial support to the manager as and when required. * Prepare reports and minutes of meetings. * Manage appointments and other logistical arrangements related to the activities of the manager. * Manage incoming and outgoing information of the office. * Perform administrative duties pertaining to office affairs. * Provide a professional reception service to internal and external guests and clients.

ENQUIRIES: Mr. M. Moiloa, Tel. Nr (018) 388 2928

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

DIRECTORATE: LEGAL SERVICES

POST : LEGAL ADMINISTRATION OFFICER GR 5
REF NO. : 14/2014
SALARY : R249 996p.a
CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: QUALIFICATIONS & EXPERIENCE:*Grade 12 or equivalent plus LLB degree*At least 8 years' appropriate post-qualification legal experience *Extensive experience at supervisory level in civil litigation, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, contract drafting and interpretation,*Valid driver's licence and willingness to travel. **KNOWLEDGE:** PFMA and other legislative prescripts governing the Public Service **SKILLS:** Good interpersonal relations,*report-writing, *case investigation and project management skills *Good conflict resolution and mediation skills*Computer literacy.

DUTIES: *Render legal advice to the Executing Authority, HOD and line managers on Contracts *Draft contracts and SLAs for the Department *Provide legal opinion on Matters affecting the Department *Liaise with the Premier's Office, Chief State Law Advisers and State Attorney's office regarding legal issues.

ENQUIRIES: Mr. PSP Namate, Tel.Nr (018) 018 388 1442

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

DIRECTORATE: HOD SUPPORT

POST : DEPUTY DIRECTOR: HOD SUPPORT (OFFICE MANAGER)
REF : 15/2014
SALARY : Remuneration Package of R495603 pa *The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, medical fund and a flexible portion in terms of applicable rules* The successful candidate must enter into a performance agreement and sign an employee contract.
CENTRE : HEAD OFFICE – MAFIKENG

REQUIREMENTS : Grade 12 or equivalent plus Bachelor's degree in Administration or related . 5 years supervisory experience in Office Management environment.

Knowledge * Knowledge of relevant policies and procedures*(Public Service Act and Regulations, BCEA, PFMA) Office Management, Confidentiality, Presentation and Report writing. Computer Literacy

DUTIES: Coordinates assigned activities with other directorates/divisions, departments, outside department and the general public. Performs administrative duties relating to the Office of the HOD such as preparing reports and minutes of meetings, and compiling annual budget requests. Renders administrative and secretarial support to the Head of Department, such as performing sensitive and confidential administrative duties as needed, and providing responsible staff support, and coordinating special projects and programs as assigned. Oversees the operation and maintenance of office computer systems and other office equipment. Contributes to human resource management and development functions of the office such as to participate in the coordinating of staff training; working with employees to correct deficiencies as well as implementing discipline. Provides information and advice concerning specialised or technical services rendered and related office functions on request.

Develops and implements / maintains operating policies and procedures. Serve as a link between the Office of the HOD and all other relevant stakeholders.

ENQUIRIES: Ms. M.S Tselapedi, Tel Nr. (018) 388 1245

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER
REF.NO : 16/2014
SALARY : R 212 106 pa (SL 8)
CENTRE : HEAD OFFIC- MMABATHO

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent plus an appropriate recognised Degree / Diploma in Management Services / Operations Management / Work-Study plus two (2) to five (5) years experience in Organizational Development and Job Evaluation field. **KNOWLEDGE:** * Good understanding of Job Evaluation and Equate System. * Understanding of Public Service Policies, Regulations and Prescripts. * Knowledge of Organisational Structure Design. * Ability to read and interpret policies, * Knowledge of techniques to simplify work processes and procedures. * Knowledge of re-engineering business processes and procedures. **Skills:** * Basic research and data analysis skills. * Facilitation and presentation skills. * Report-writing skills. * Computer skills. * Ability to communicate well verbally and in writing. * Creativity and innovative.*Ability to work independently and as a team. * Good interpersonal skills. * Unendorsed driving license.

DUTIES: *Render Organisational Structure Design Services within the Department.*Conduct comparative study with a view to determine the correct grading of different posts.*Coordinate and conduct Job Evaluation for prioritised vacancies and identified posts. * Manage the Equate System within the Department. * Represent the Department in Job Evaluation Quality Assurance Committee and provide Secretarial Services for the Departmental Job Evaluation Moderating Committee.* Provide

assistance and advice in the compilation of Job Description. * Compile and submit reports.

ENQUIRIES: Ms. R.S Makhotla, Tel.Nr (018) 388 1226

POST : PERSONNEL OFFICER (RECRUITMENT)

REF.NO : 17/2014

SALARY : R115 212 pa (SL5)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 plus one (1) to two (2) years experience in recruitment and selection processes* Knowledge of the Public Service Prescripts (Public Service Act, Public Service Regulation, Employment Equity Act, Labour Relations, Performance Management Development System * Computer literate* Good interpersonal relationship* Good verbal and writing skills* High levels of confidentiality.

DUTIES: Receiving, recording and profiling of CVS* Timeous invitation of all stakeholders for shortlisting and interviews* Preparing documents for shortlisting and interviews and, ensuring logistical arrangements are prepared accordingly. Prepare and ensure that appointment letters and contracts of employment are signed* Prepare documents for appointments, transfers, relocation and secondments* Compile and submit monthly statistics* Accurate record keeping* Perform general HR administration duties as required.

ENQUIRIES: MS. G. E Noge, Tel. Nr (018) 388 1359

DIRECTORATE: ROAD SAFETY MANAGEMENT

POST : ASSISTANT DIRECTOR – ROAD SAFETY EDUCATION

REF NO : 18/2014

SALARY : R252 144pa (SL 9)

CENTRE : DR RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: QUALIFICATION AND EXPERIENCE: * Grade 12 or equivalent plus an appropriate three (3) years Diploma/Degree in Education/Communication and Marketing/ Road Safety Management / Road Traffic Safety Education with five (5) to ten (10) years working experience in Road Safety Management field. **KNOWLEDGE:** *Road Safety, Traffic policies and procedures. *Public Service Prescripts. *Financial management principles, *understanding of the integration of Road Safety into current curriculum. **SKILLS:** *Planning, facilitation, coordination, monitoring and evaluation skills, *Meeting procedures and presentation skills, Report writing, Verbal and Communication skills, *Computer literacy, Driver's license Code 8/EB.

DUTIES: *Manage the implementation of Road Safety Education programs, *Facilitate Road Safety Education Projects, *Manage the implementation of Road Safety Awareness campaigns, *Technical administration, *Identify and analyse Road Safety needs within the District, * Coordinate pedestrian safety campaign, *Attend Community Police Forum meetings.

ENQUIRIES: Ms. M. Tshukudu, Tel.Nr (018) 381 9116

NB: This is a re-advertisement and candidates who previously applied are encouraged to re-apply

POST : PRINCIPAL ROAD SAFETY OFFICER

REF.NO : 19/2014

SALARY : R212 106 pa (SL 8)

CENTRE : NGAKA MODIRI MOLEMA DISTRICT

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE * Grade 12 or equivalent plus a Recognised tertiary qualification in Education/Communications and Marketing/ Road Safety Management with 2-3 years relevant experience in Road Safety.*A

code 8/EB driver's license. **KNOWLEDGE:** An adequate understanding of current Provincial and National legislation and prescripts applicable to public sector.*National Road Safety Act of 1972*Knowledge of the Public Finance Management.*An understanding of the integration of Road Safety into the current school curriculum. **SKILLS:** Computer literate.*Proven administrative, communication and presentation skills.* Report writing and negotiation skills.*Interpersonal skills.*Conflict resolution skills.*Project management skills. **ATTRIBUTES:***Ability to interact professionally and effectively with diverse stakeholders.*Ability to work independently and under pressure.

DUTIES: Supervise road safety officers and other staff in the sub-district. * Manage and administer road safety education in all learning institutions in the sub-district. * Manage and conduct educator workshops based on road safety education programme.*Organize road safety education project. * Supervise and administer the scholar patrol program in schools. * Conduct training based on cyclist manual in farm schools. * Conduct awareness campaigns on the management of stray animals and pedestrian, cyclist and driver safety. * Promote positive driver behaviour through driver education and training programs.

ENQUIRIES: Ms. M. Tshukudu, Tel.Nr (018) 381 9116