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



HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 11 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.

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

CLOSING DATE: 03/03/2017 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



POST : ASSISTANT DIRECTOR –AIRPORT SECURITY (X 2)

REF. NO : 27/2016/17

SUB DIRECTORATE: TRANSPORT TERMINALS (AIRPORT)

**NB: THIS APPOINTMENT WILL BE SUBJECTED TO SECURITY VETTING
This is a re-advertisement; candidates who previously applied are
encouraged to re-apply**

SALARY : R311 784 pa (SL 09)

CENTRE : MAHIKENG AND PILANESBURG AIRPORT

REQUIREMENTS: Grade 12 Certificate or equivalent. Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) coupled with three (3) years' experience at a supervisory level within the Aviation Security environment. Computer Literacy. Drivers License. No Criminal record (proof to be attached).**KNOWLEDGE:** Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. **SKILLS:** Must have a clear understanding of Customer Relations in the Aviation Sector. Manage threats against civil aviation facilities. Must have willingness to work long and irregular hours. Good communication skills and Co-ordinating skills. Planning and organizing skills.

DUTIES: Establishment of security programs. Make standards operating procedures and strike Action plan. Advice and give direction on security related matters. Customer care and manage contracted security. Manage all threats against the Civil Aviation related Activities. Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. Conduct Landside and Airside induction training. Manage all access control points. Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). Serve as a chairperson of Local Aviation Security Committee (LASC).

Enq: Mr. O.A. Baikgaki, Tel. Nr (018) 385 1059

POST : **LANDSIDE/AIRSIDE OFFICER (X2)**
REF. NO : **48/2016/17**
SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**

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

SALARY : **R262 272 pa (SL 08)**
CENTRE : **MAFIKENG & PILANESBURG AIRPORT**

REQUIREMENTS: Grade 12 Certificate and Degree/National Diploma/Diploma in Aviation / Transport Management/Transport Economics/Commercial Pilot Training with two (2) to five (5) years experience at supervisory level. Relevant working experience in Aviation will be an added advantage. **KNOWLEDGE:** Must have experience of South African Civil Aviation Authority (SACAA) regulations pertaining to airport landside and Airside operations. Relevant experience in airport landside and Airside operations services. **SKILLS:** Must have ability to collaborate with other airport stakeholders to achieve a common goal. Must have ability to make effective decision regarding Airside and Landside operations during intense or emergency situations. Ability to listen & communicate effectively. Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public. Must have ability to work under adverse conditions for prolonged periods of time. Code EB (Code 8) driving License. Computer Literacy (Ms Word, Excel and PowerPoint).

DUTIES: Assist in developing & implementing airport operational policies & procedures to ensure the efficient operation and optimum safety & security of facilities. Direct the preparation & maintenance of Airside and Landside operations. Monitoring of CCTV systems, Terminals checks, fault and incident logging and reporting, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts. Maintain liaison with SACAA, air traffic controls tower and certification inspectors, airlines, airport tenants and other agencies. Perform other related duties and related tasks as assigned. Managing subordinates. Perform other related duties and related tasks as assigned.

Enquiries: Mr. O. Baikgaki, Tel. Nr (018) 385 1059

POST : SENIOR ADMINISTRATIVE OFFICER (PROVINCIAL eNaTIS HELP DESK)

REF.NO : 32/2016/17

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENCING

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

SALARY : R262 272 pa (SL 08)

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 certificate and appropriate recognized three year Degree / National Diploma in Transport Management / Public Management / Public Administration / Financial Management. Two (2) to five (5) years relevant working experience in eNaTIS environment of which 2 years must be supervisory experience. Valid driving license. **KNOWLEDGE:** National Road Traffic Act, National Land Transport Act and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing. Good verbal and written communication Interpersonal relation. Customer/Client Oriented. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making.

DUTIES: Render the supervision services within the Provincial eNaTIS Help Desk Unit. Provide efficient and effective assistance to registering authorities and other eNaTIS Users. Ensure that documents received from Registering Authorities are in line with Help Desk procedures – Minimum Requirements for Sensitive Transaction. Verify all applications captured on the system by Users. Ensure that all daily captured documents are filed. Manage the performance and development of staff in the unit. Compilation of eNaTIS statistical reports. Attendance of meetings and workshops relating to eNaTIS.

EQUIRIES: Ms MP MAMBO – 018-3881112

POST : ARTISAN FOREMAN (FLEET MAINTENANCE X 2)

REF NO : 35/2016/17

DIRECTORATE : GOVERNMENT MOTOR FLEET

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

SALARY : R211 194 pa (SL 07)

CENTRE : BOJANALA, AND DR. RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: Grade 12 certificate or Equivalent, certificate in Motor Mechanic/Automotive Motor mechanic plus three (3) to five (5) years experience as an artisan. Unendorsed drivers license EC or EC1 plus Public Driving Permit (PDP).

KNOWLEDGE: The incumbent must have knowledge of transport policies and circulars, knowledge of Public Service policies, Acts and Regulations including among others the

PFMA, PMDS policy, Circular No 4 of 2000, 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: Mr. H. Strobl, Tel. Nr (018) 200 8143

POST : ADMIN OFFICER (MOTOR VEHICLE ACCIDENT)

REF. NO : 39/2016/17

DIRECTORATE : GOVERNMENT MOTOR FLEET

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

SALARY : R211 194 pa (SL 07)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent. Bachelor degree/National Diploma in Public Administration/Transport/Public Management. Unendorsed driver's license Code 08 or 10 will be an advantage. At least one (01) to two (02) years experience in accident management or pool vehicle management. **KNOWLEDGE:** Must know all government prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. **SKILLS:** Good verbal and written communication as well as interpersonal skills. Computer Literacy in Excel, MS word, Power point and Access. Ability to work under pressure and willing to work after hours.

DUTIES: Administering of accident matters within the Province. Attending and referral of accidents matters to Legal Services for legal opinion. Organising and holding consultations with regard to damage to Government vehicles in terms of Treasury Regulations, PFMA and Transport Policy. Recovery of state debts from the third party driver and Departmental drivers in terms of Treasury Regulations, PFMA and Transport Policy. Receiving and attending correspondence from stakeholders in terms of Transport Policy.

Enquiries: Ms. M Phakedi, Tel. Nr (018) 200 8217

POST : **ADMIN OFFICER (MOTOR VEHICLE ACCIDENT)**
REF. NO : **57/2016/17**
DIRECTORATE : **GOVERNMENT MOTOR FLEET**

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

SALARY : **R211 194 pa (SL 07)**
CENTRE : **DR KENNETH KAUNDA DISTRICT, DR. RUTH SEGOMOTSI MOMPATI DISTRICT, BOJANALA DISTRICT**

REQUIREMENTS: Grade 12 certificate or equivalent. Bachelor degree/National Diploma in Public Administration/Transport/Public Management. Unendorsed driver's license Code 08 or 10 will be an advantage. At least one (01) to two (02) years experience in accident management or pool vehicle management. **KNOWLEDGE:** Must know all government prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. **SKILLS:** Good verbal and written communication as well as interpersonal skills. Computer Literacy in Excel, MS word, Power point and Access. Ability to work under pressure and willing to work after hours.

DUTIES: Management of accident section and Government Garage pool vehicle section. Ensure monthly reports are compiled for both accident section and pool vehicle section for District management and head Office. Comply with the accident policy of the province as well as the standing operating procedures of government garage. Ensure invoices are collected for audit purposes. Be available for 15 legal issues should the need arise. Support District Management in compiling of reports to districts as well as Head office. Any other administrative duties that would assist in improving service delivery.

Enquiries: Ms. M Phakedi, Tel. Nr (018) 200 8217