



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Road
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8079
Enq:

VACANCY CIRCULAR NO. 6 OF 2019/2020 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 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 qualification(s)/required documents, and ID-document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with 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 Qualifications 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. Personnel suitability check 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 17/04/2020 AT 15H30



DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**

POST : **DEPUTY DIRECTOR (ACQUISITION MANAGEMENT)**

REF. NO : **39/2019/20**

SALARY : **Remuneration package of R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6/ Three year National Diploma/or Degree in Supply Chain Management/Logistics/Purchasing/Financial management/Accounting or related. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level preferably be in the Public Sector Supply Chain Management. Valid driving license. **KNOWLEDGE:** knowledge and experience in the application of prescript/ legislative frameworks that governs supply chain management in public service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad- Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Knowledge of Walker-Bas systems and Central Supplier Database (CSD) system. **SKILLS:** Excellent verbal and written communication skills, Problem solving, Computer Literacy. Strong planning and coordination abilities. Analytical/ innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadlines. Sound analytical skills and Strong planning, presentation skills.

DUTIES: Develop, design, implement and manage acquisition management processes and systems as well as internal controls and audit trails across all levels in the departmental in order to ensure effective and efficient service delivery as well as compliance with the polices and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with supply chain management prescripts and guidelines. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate, supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System. Ensure correctness of advertisement of tenders in tender bulletin and e-tender system.

Enq: Mr. S. Maduma, Tel Nr (018) 200 8057



DIRECTORATE : **ROAD SAFETY MANAGEMENT**

POST : **DEPUTY DIRECTOR, ROAD SAFETY MANAGEMENT**

REF. NO : **40/2019/20**

SALARY : **Remuneration package of R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

CENTRE : **NGAKA MODIRI MOLEMA**

REQUIREMENTS: Grade 12 Certificate or equivalent. Three (3) year Diploma / Degree in Education/ Communications/ Traffic Safety. Minimum of 5 -10 years' relevant experience of which three (3) to five (5) years must be at Junior Management Level (Assistant Director). A valid drivers' license.

KNOWLEDGE: Road Safety and traffic policies and procedures. Public service prescripts. Problem solving and ability to maintain discipline. **SKILLS:** Planning, facilitation and coordination skills. Monitoring and evaluation skills. Meetings procedures and presentation skills. Report writing skills. Computer literacy. Verbal and written communication.

DUTIES: Monitor the implementation of Road Safety Education projects and programmes in the District. Monitor the implementation of Road Safety Promotions in the District. Monitor the implementation of Community engagement campaigns/ projects in the District. Monitor the establishment and maintenance of stakeholder relations. Manage key responsibility areas (KRAs) of the staff within the unit.

Enq: Ms M Tshukudu, Tel Nr. (018) 381 9145

CHIEF DIRECTORATE : **PROVINCIAL SECRETARIAT FOR POLICE SERVICE**

POST : **POLICY AND RESEARCH**

REF. NO : **41/2019/20**

SALARY : **Remuneration package of R733 257 per annum. The inclusive remuneration package consists of a basic salary contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract**

REQUIREMENTS: Grade 12 or equivalent. A recognized appropriate Degree in the Policy and Research Fields, and or a Degree in Sociology /Human Developmental Studies/Political Science/ Law. 5-10 years' experience in a Junior Managerial Position (Assistant Director) at any work related to Community Development, stake holder coordination, and Policy and Research environment as a Researcher or Policy Developer. Applicants must have a driver's license. **KNOWLEDGE:** Government Legislation, Project Management, Policy Development Processes, Research Methodologies, Community-Level



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Sustainable Development Research and Policy. Monitoring, Evaluation and Analysis exposure/ acquired knowledge will be an added advantage. **SKILLS:** People Management; Research and Report Writing, Strategic Leadership Qualities, Communication; Conflict Management, Mediation, Evaluation, Monitoring, Strategy Development; Review methodologies, Data Analysis and Data packaging; Graphics and Presentations; Computer Simulation as a Research tool; Computer Literacy, Development of data spreadsheets.

DUTIES: Develop and Review Frameworks/ Strategies/ Guidelines on all aspects of Policing, Crime Prevention, Community Development and Stakeholders Coordination. Conduct Analysis of all policy and Legislation relevant to Crime Prevention, Monitoring and Oversight in the sector. Direct and supervise all subordinates, Development and Manage the Unit budget, Monitor implementation of Resources in the Unit.

Enq: Ms D Letsapa, Tel Nr. (018) 200 8042

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **CHIEF PROVINCIAL INSPECTOR**
REF NO : **42/2019/20**
SALARY : **R470 040 pa (SL10)**
CENTRE : **BAPONG TRAFFIC CONTROL CENTRE,
GANYESA AND MOGWASE STATIONS**

REQUIREMENTS: Grade 12 certificate or equivalent plus Relevant Tertiary Qualification (Three (3) year 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.

This is a re-advertisement; candidates who previously applied are encouraged to re-apply.
Enq: Mr. P J Stone, Tel Nr. (018) 381 9110/9104



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DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **ASSISTANT DIRECTOR- SALARIES**
REF : **43/2019/20**
SALARY : **R376 596 pa (SL 09)**
CENTRE : **HEAD OFFICE (MMABATHO)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Financial Management/Accounting/Internal Audit/Cost and Management Accounting/Business Management/Public Administration. Three (3) to Five (5) years experience in Salaries Unit, of which Two (2) years must be at supervisory level. Proof of training on Persal Certificate (**Introduction and Salary Administration**). **Persal Controllers Certificate will be an added advantage.** Valid Driver's Licence. **KNOWLEDGE:** Profound knowledge in Accounts Reconciliation. Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Knowledge of government transversal systems (**PERSAL & BAS**). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

DUTIES: Processing of allowances on Persal. Approval and authorization of suspense file transactions and verification with source documents. Ensure recovery of overpayment. Handling all salary related enquiries. Conduct payment reconciliation. Serve as Persal Salary Controller. Manage review of activities of Persal users as dictated by National Treasury, Provincial Treasury and departmental management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

Enq: Ms Galefele Mooketsi, Tel Nr. (018) 200 8098

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR – ESTABLISHMENT ADMINISTRATION**
REF NO : **44/2019/20**
SALARY : **R376 596 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus 3 years National Diploma/Degree in Human Resource Management / Public Administration / Public Management. Three (3) to five (5) years working experience in the Establishment Administration of which two (2) years must be at supervisory level. PERSAL (Establishment Administration) certificate is required. **KNOWLEDGE:** Knowledge of Public Service Regulations, Public service Act, and other relevant prescripts. PERSAL Procedure Manual, Labour Relations Act, PMDS Policy and other applicable legislations. **SKILLS:** Computer skills. Data analysis skills and report writing skills. Ability to maintain positive interpersonal relations and work as a team.

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Good communication skills. Should be creative, self motivated and reliable. Ability to work under pressure and meet deadlines.

DUTIES: Ensure that PERSAL Establishment is aligned in terms of the approved Departmental Organisational Structure and Budget Book. Loading of the approved organizational structure on the PERSAL System. Ensure correct linking and interface of the organisational structure between PERSAL and BAS System. Maintain Establishment Administration and ensure reliable data integrity. Ensure sound Establishment support services to internal and external clients. Ensure compliance in terms of PERSAL Access Security Procedure. Management of employees.

Enq: Mr BP Motshabi, Nr. (018) 200 8270

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**

POST : **ASSISTANT DIRECTOR-WELLNESS MANAGEMENT**

REF NO : **45/2019/20**

SALARY : **R376 596 pa (SL 09)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. Three (3) years Diploma/Degree in Sports Science/Sports Management. Three (3) to five (5) years working experience in Sports Management & Analysis environment of which two (2) years must be at Supervisory Level. A valid driving license.

KNOWLEDGE: National Employee Health and Wellness Strategic Framework 2008, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Public Service Act of 2007 and Regulations. **SKILLS:** Good verbal & written communication skills. Good interpersonal skills. Report Writing. Conflict Management. Policy Analysis and Computer Literacy. Project management methodologies.

DUTIES: To promote employee health and wellness programmes by conducting annual employee health need analysis; Provide education and promotion on wellness management programme i.e. psychosocial, emotional, physical wellness; Departmental representative at the National and Provincial Employee Health and Wellness Forums. Manage budget allocation for the organisational Employee Health and Wellness programme. Ensure compliance with all relevant laws and legislation. Compile reports. Manage the key areas of subordinates.

Enq: Ms IFK Selomane, Tel Nr. (018) 200 8304/6

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**

POST : **ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT**

REF NO : **46/2019/20**

SALARY : **R 376 596 .00 pa (SL 09)**

CENTRE : **HEAD OFFICE**

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REQUIREMENTS: Grade 12 certificate or equivalent plus Three (3) year Tertiary qualification in Information Technology (IT) / Computer System Engineering /Information Systems. Three (3) to five (5) years experience in Information Technology field of which two (2) years must be at supervisory level, Minimum of two (2) years experience in business analysis and application Development A valid Driver's license. **Knowledge:** Good understanding of Government Information Communication Technology (ICT) policy framework. Good understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other relevant Government Prescripts. Ability to work independently and as a team. Service delivery driven. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. Must have knowledge of Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts. Understanding of information processing fundamentals and best practices. **Skills:** Systems support skills. Resource management (Time, Cost, Human and Technology).Team player. Good communication (written and verbal) skills. Policy formulation and implementation. Excellent interpersonal skills. Good customer relations. Conflict Management and Problem solving skills. **Attributes:** Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to work under pressure. Ability to work independently. Willingness to travel.

DUTIES: Provide technical assistance to strengthen information systems. Render application support services. Manage the application development life cycle. Perform systems analysis, design and development of applications based on user requirements. Assist with the implementation of corporate governance policy framework. Manage the performance and development of staff in their immediate span of work. Management of ICT risks. Management and maintenance of IT assets. Ensuring that ICT policies are adhered to.

Enq: Mr Gabonnwe O, Tel Nr. (018) 388 5685/3697

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**
POST : **CHIEF INFORMATION TECHNOLOGY OFFICER**
REF NO : **47/2019/20**
SALARY : **R 316 791.00 pa (SL 08)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 certificate or equivalent. Three (3) year Tertiary qualification in Information Technology (IT) / Computer System Engineering / Information Systems Qualification. A+ or N+ will be an added advantage. Two (2) to five (5) years experience in Information Technology technical support environment. A valid driver's license. **Knowledge:** Understanding of Government Information Communication Technology (ICT) Policy implementation. Good understanding of different ICT (Hardware and Software) protocols and implementation. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. Understanding of ICT legislative prescripts. **Skills:** Problem solving skills. Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal) skill. Policy implementation skill. Excellent interpersonal skills. Good customer relations. Service delivery driven. **Attributes:** Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to works under pressure. Ability to work independently.

DUTIES: The successful candidate will be responsible for managing and constantly monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop

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and other hardware for all users in the Department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices. Support and ensure availability of email services, internet services for all users in the Department. Provide technical support to transversal system i.e. BAS, PERSAL, WALKER. Set up and connect Audio/Visual equipment in the boardrooms and offices. Ensure security of computing resources, Perform backup and recovery.

ENQ: MR O. GABONNWE, Tel Nr. (018) 388 5685/3697

DIRECTORATE : **LAW ENFORCEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF NO : **48/2019/20**
SALARY : **R 316 791 pa (SL8)**
CENTRE : **POTCHEFSTROOM X 2, RUSTENBURG, TAUNG TRAFFIC STATIONS AND BAPONG TRAFFIC CONTROL CENTRE**

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: 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 : **HUMAN RESOURCE MANAGEMENT**
POST : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER (ORGANISATIONAL DEVELOPMENT AND JOB DESIGN)**
REF. NO : **49/2019/20**
SALARY : **R 316 791 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

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REQUIREMENTS: Grade 12 certificate or equivalent plus 3 years National Diploma/Degree in Human Resource Management/Public Administration/Organisational Development/Management Services. Two (2) to (5) Five years experience must be in the field of Organisational Development and Job Evaluation. **KNOWLEDGE:** Knowledge of Job Evaluation and the Evaluate System. Understanding of Public Service Policies, Regulations and Prescripts. Knowledge of Organisational Structure Design. **SKILLS:** Basic research and data analysis skills. Ability to interpret policies. Facilitation and presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Computer Literacy (Ms Word, Excel, Evaluate System, Org-Plus and introduction to Persal). Ability to function independently and as a team. Code EB (08) driving license. Problem solving and decision making skills.

DUTIES: Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Provide assistance and advice in the development of Job Descriptions for all employees within the Department. Conduct analysis, Evaluation and Grading of posts. Assist in the development of Job Specifications. Implementation of Department of Public Service Administration (DPSA) Directives and Resolutions. Supervise the key areas of Subordinates.

Enq: Ms R.S Makhotla, Tel Nr. (018) 200 8076

CHIEF DIRECTORATE : CORPORATE SERVICES

POST : ADMIN OFFICER - SPECIAL PROGRAMME X2

REF NO : 50/2019/20

SALARY : R257 508 pa (SL 07)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Public Administration, Public Management & Governance, Humanitarian Studies, Psychology, Social Science, certificate in Gender/Youth Development/Disability studies or related field or equivalent qualification. Two (2) years' work experience in public sector.

KNOWLEDGE: Sound knowledge of relevant legislations and policies, Transformation agenda in the Public Service, Knowledge of International conventions/agreements on targeted groups **SKILLS:** Excellent communication (written and verbal) skills, Good interpersonal skills, Proven presentation skills, financial management, leadership skills, Project Management skills, Computer literacy (MS Word, MS PowerPoint, MS Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, human relation skills, problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.

DUTIES: Support the compliance with National and Provincial Policy Framework on transformation programmes (gender, youth, children, older persons and people with disabilities); Coordinate implementation of Employment Equity in the Department; Provide administrative support for implementation of transformation workshops awareness programmes and meetings; Facilitate and identify transformation programmes and empowerment intervention; Support the implementation of transformation programmes and activities; Facilitate monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.

Enquiries: Ms. Gloria Tshepe, Tel Nr. (018) 200 8152

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DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **STATE ACCOUNTANT-CREDITORS PAYMENTS**
REF NO : **51/2019/20**
SALARY : **R257 508 pa (SL 07)**
CENTRE : **HEAD OFFICE – MMABATHO**

REQUIREMENTS: Grade 12 Certificate or equivalent plus 3 years Diploma/Degree in Financial Management or related. Two (2) to three (3) year's working experience in Creditors Payments.
KNOWLEDGE: Public service Act, Treasury Regulations. PFMA. Walker Financial Management System. Basic Accounting System (BAS). **SKILLS:** Computer Literacy, self motivated, reliable, integrity and honesty, Ability to work under pressure, written and verbal communication skills.

DUTIES: Compliance check on all invoices and claims. Disburse payments. Resolve unpaid transactions. Administering Open Orders. Entity authorisation. Perform Creditors reconciliation. Attend to Internal and External Queries. Supervision of Sub-ordinates

Enquiries: Mr. Tong MM, Tel. Nr. (018) 200 8184

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SCM PRACTITIONER (ACQUISITION MANAGEMENT)**
REF NO : **52/2019/20**
SALARY : **R257 508pa (SL 07)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 Certificate or equivalent coupled with Appropriate Bachelor's degree or National Diploma in Supply Chain Management/ Financial Management/ Logistics Management environment or related.

One (1) - Two (2) years experience in Supply Chain Management environment. Valid driver's license.

KNOWLEDGE AND COMPETENCIES: Knowledge of Supply Chain Management Prescripts. (BBBEE), Broad Based Black Economic Empowerment Act 53 of 2003. (PPPFA) Preferential Procurement Policy Framework Act 5 of 2000, (PFMA), Public Financial Management Act of 1999 as amended. Public Service Act and Performance Management Development System (PMDS). **SKILLS:** Excellent verbal and written communication skills. Computer literacy. Knowledge of Walker/BAS

DUTIES: Provide general administration duties to Bid Administration. Conducting of bid briefing sessions. Verification of bid legal requirements. Supervision of bid administration. Serve as a bid committee secretariat. Supervision of administration clerks.

Enq: Mr S. Maduma, Tel. Nr. (018) 200 8058

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



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DIRECTORATE: GOVERNMENT MOTOR FLEET

POST : ADMIN OFFICER (MOTOR VEHICLE ACCIDENT)

REF. NO : 53/2019/20

SALARY : R257 508pa (SL 07)

CENTRE : DR KENNETH KAUNDA 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.
Enq: Ms. Abdool Gany, Tel. Nr. (018) 293 9876

DIRECTORATE : LAW ENFORCEMENT

POST : SENIOR PROVINCIAL INSPECTOR

REF.NO : 54/2019/20

SALARY : R257 508 pa (SL 7)

**CENTRE : SPECIAL OPERATIONS UNIT X1, MONTSHIWA X1, MOGWASE
TRAFFIC STATION X1 AND 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

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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 : **HUMAN RESOURCE MANAGEMENT**
POST : **TRAINING AND DEVELOPMENT OFFICER**
REF NO : **55/2019/20**
SALARY : **R257 508 pa (SL 7)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus 3 years National Diploma / Degree in Human Resource Management/Development/Public Administration /Public Management. Two (2) to three (3) years working experience in Human Resource Development (HRD)/Training/Skills Development.

KNOWLEDGE: Sound Knowledge of skills development and Public service regulations and frameworks. Public Service Regulations and relevant prescripts. **SKILLS:** Computer skills (MS Word, Excel, Power Point). Proven skills in respect of data analysis and report writing. Good communication skills (verbal and written), presentation skills, Training coordination, budgeting and financial management skills, ability to interpret directives and to work under pressure . Ability to work under pressure, in a team and independently and maintain confidentiality. Valid driver’s license and willingness to travel.

DUTIES: Facilitate the development and effect implementation of Workplace Skills Plan and Training Plan respectively. Coordinate Departmental training programmes. Coordinate Internship, Work Intergrated Learning (WIL) learnership. Conduct workshops, Departmental Induction and orientation programmes. Conduct compulsory Induction Programmes (CIP) to new entrants into Public Service. Administer Part time and Full Time Bursaries. Capture trainings on PERSAL. Coordinate ABET and FET Programmes. Compile monthly/quarterly and annual training reports. Handle any other duty related to skills development.

Enq: MR GM Malotane, Tel. Nr. (018) 200 8279

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ARTISAN FOREMAN GRADE A (FLEET MAINTENANCE X 2)**
REF. NO : **56/2019/20**
SALARY : **R304 263 pa (OSD NOTCHES)**
CENTRE : **BOJANALA AND DR. RUTH SEGOMOTSI MOMPATI**



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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: Mr J. Leew, Tel. Nr. (014) 523 5727

NB: This is a re advertisement posts, candidate who applied previously may re-apply.

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **ARTISAN FOREMAN GRADE A (FLEET MAINTENANCE)**

REF. NO : **57/2019/20**

SALARY : **R304 263 pa (OSD NOTCHES)**

CENTRE : **DR. RUTH SEGOMOTSI MOMPATI**

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: Mr M.E Matsime, Tel. Nr. (053) 927 3762

DIRECTORATE : **LAW ENFORCEMENT**

POST : **ADMINISTRATION CLERK**

REF NO : **58/2019/20**

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SALARY : **R173 703 pa (SL5)**

CENTRE : **MOGWASE TRAFFIC STATION X 2**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **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.

Enq: Ms. E. De Winnaar, Tel. Nr. (014) 594 0763

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**

POST : **ACCOUNTING CLERK**

REF NO : **59/2019/20**

SALARY : **R173 703 pa (SL5)**

CENTRE : **MADIKWE REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 certificate or equivalent coupled with one (01) to two (2) years experience in Revenue Environment. **KNOWLEDGE:** Public service Prescripts, National Road Traffic Act 93 of 1996, Public Financial Management Act, Treasury Regulations, and other Service related Legislation. **SKILLS:** Computer literacy, Good verbal and written communication skills, planning and organizing skills, Ability to work under pressure, Problem solving skills and decision making, Customer/Client orientated.

DUTIES: Registration and licensing of motor vehicles. Receive cash from the customers. Perform daily reconciliation balancing and submit to the Supervisor. Account for allocated face value documents on a daily basis. Perform routine duties as directed by the supervisor. Filing of receiving application document. Prepare application documents of sensitive transactions from clients to Help Desk approval. Account for the cash float received. Ensure compliance of NRTA 93 of 1996.

Enq: Ms. I. Senokwane, Tel. Nr. (018) 388 1231

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **ADMINISTRATION CLERK (LOGSHEET ADMINISTRATION)**

REF. NO : **60/2019/20**

SALARY : **R173 703 pa (SL 05)**

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CENTRE : DR RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years working experience in log-sheet administration. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

DUTIES: Attend completed log-sheet by drivers to ensure that kilometers travelled versus trips tally with fuel used on vehicles. Submit vehicle log-sheets to Head Office on monthly basis. Administer district pool and carry out transport administrative duties within the District. Update and manage the District Vehicle Asset Register. Perform all administrative duties and filing of captured log-sheets for each vehicle per its file.

Enq: Ms. Masilabele I, Tel. Nr. (053) 927 3762

DIRECTORATE : FINANCIAL MANAGEMENT

POST : ACCOUNTING CLERK (CREDITORS PAYMENT CONTRACTUAL)

REF NO. : 61/2019/20

SALARY : R173 703 pa (SL 05)

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent. One (1) to two (2) years working experience in Revenue/Finance environment. **Knowledge:** Public Financial Management Act (PFMA), Public Service Regulations (PSR).Public Service Act (PSA).Treasury Regulations. Generally Recognized Accounting Principles (GRAP).Generally Accepted Accounting Principles (GAAP).**Skills:** Accounting, Communication, Computer literacy, Time Management, Interpersonal relationships.

DUTIES: Capture receipts on BAS. Check and clearing of bank exceptions. Compile and capture journals. Assist with batch control. Assist with retrieval of documentation during audit period. Request BAS Reports.

Enq: Mr. T Tsatsimpe, Tel .Nr. (018) 200 8398

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : DRIVER/MESSENGER

REF.NO : 62/2019/20

SALARY : R145 281 pa (SL4)

CENTRE : TRANSPORT MANAGEMENT – HEAD OFFICE

REQUIREMENTS: ABET (Grade 10), Driving License, 1 to 2 years experience in a Driver/ Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working



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environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Mr Ngwenya J, Tel. Nr. (018) 200 8392

DIRECTORATE : PUBLIC TRANSPORT SERVICES

POST : DRIVER/MESSENGER

REF.NO : 63/2019/20

SALARY : R145 281 pa (SL4)

CENTRE : PUBLIC TRANSPORT SERVICES - HEAD OFFICE

REQUIREMENTS: ABET (Grade 10), Driving License, 1 to 2 years experience in a Driver/ Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Ms. Rahisha Malek, Tel. Nr. (018) 200 8089

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

POST : COMMERCIAL CLEANER

REF NO : 64/2019/20

SALARY : R102 534 pa (SL 2)

CENTRE : PILANESBURG AIRPORT, WOLMARANSSTAD, AND TRANSPORT REGULATIONS

REQUIREMENTS: Abet Education, with one (01) 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, hard working, trustworthy and able to work as a team.

DUTIES: Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing

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facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, and towels are washed. Preparing tea for the manager's guests.

Enq: Ms. J Mpunzi, Tel .Nr. (018) 200 8309

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : GARDENER/GROUNDSMAN/GROUNDSWOMAN
REF. NO : 65/2019/20
SALARY : R102 534 pa (SL 02)
CENTRE : VENTERSDORP STATION

REQUIREMENTS: Abet Education with one (1) to two (2) years working experience in the gardening environment. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard.

SKILLS: Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

DUTIES: Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from lawn, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

Enquiries: Ms. J. Mpunzi, Tel. Nr. (018) 200 8309

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : TRADESMAN AID
REF. NO : 66/2019/20
SALARY : R122 595 pa (SL 03)
CENTRE : DR RS MOMPATI (FLEET MANAGEMENT MAINTENANCE)

REQUIREMENTS: NQF Level 3/Grade 10 certificate or equivalent with six (6) months trade related working experience in a motor mechanic environment. Ability to work under pressure and long hours.

KNOWLEDGE: Basic mechanical knowledge and processes. **SKILLS:** Good organizing and time management skills. Good communication skills, people oriented and customer focused. Public service Act, Public service code of conduct, OHS Act, Labour Relation Act.

DUTIES: Provide assistance in the maintenance of facilities, vehicles and Equipments. Assist mechanics and Breakdown Driver in their daily routines. Repair, clean services and safekeeping of equipments and tools according to standards. Ensure strict adherence to safety standards and safety of others. Assist with auction preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.

Enq: Mr M.E Matsime, Tel. Nr. (053) 927 3762

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

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