



**dhsp&I**

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

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## HUMAN RESOURCE MANAGEMENT PUBLIC SAFETY & LIAISON BRANCH

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### DEPARTMENT OF HUMAN SETTLEMENTS, PUBLIC SAFETY & LIAISON

#### PUBLIC SAFETY AND LIAISON BRANCH

#### VACANCY CIRCULAR NO.5 OF 2012/2013 FINANCIAL YEAR

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

**APPLICATIONS** : **The Head of Department, Department of Public Safety, Private Bag x19, Complex-**

**Old Parliament Building, Modiri Molema Road, for attention Ms. Gadifele Noge**

- NOTES** :
- (a) Applications must be accompanied by signed Z83, a recent updated comprehensive CV, originally certified copies of all qualification(s) and ID-document as well as the names of three referees. **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 in their applications.
  - (d) Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge,
  - (e) 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.**
  - (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department

- (g) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.
- (h) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.
- (i) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

**CLOSING DATE: 19/04/2013**

**DIRECTORATE : ROAD TRAFFIC MANAGEMENT**

**POST : ASSISTANT DIRECTOR – TRANSPORT ADMINISTRATION AND LICENSING X2**

**REF.NO : 61/2012**

**SALARY : R236 532, 00 PA (SL9)**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:**

**QUALIFICATION AND EXPERINCE:** Grade 12 or equivalent and Diploma in Examiner for Driving Licences (Grade A or B) and Motor vehicle (A or B) with three (3) to Five (5) years relevant work experience as Examiner for Driving License and Motor Vehicles of which two (2) years must be at supervisory level. The candidate must have unendorsed driving license.

**KNOWLEDGE:** Extensive knowledge of Road Traffic Act, 93 of 1996, necessary understanding of E-Natis, Public Finance Management Act and other Public Service prescripts. **SKILLS:** Good verbal and writing communication skills, Planning and organising skills, monitoring and evaluation skills, interpersonal relations, presentation and facilitation skills, investigation and presentation, leading evidence in court and disciplinary hearing, conflict resolution skills and computer literacy.

**DUTIES:** Implement the National Road Traffic Act, 93 of 1996. Conduct inspection as directed by national inspectorate of DLTCs and VTS within the province. Provision of support to DLTCs and VTS. Conduct inspections to determine compliance in terms of sensitive transactions. Ensure security compliance in system administration. Manage key responsibility areas of staff with the unit

**ENQUIRIES: Mr P. Tlhaganeng Tel: 018 381 9100**