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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.10 OF 2014/2015 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. 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.
 - h) Previous employment records will be verified. 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 requirement.
 - J) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic transcript/s

CLOSING DATE: 14/11/2014 AT 16H00



"Together we move Bokone Bophirima forward"



DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR- ADMINISTRATION (HR INFORMATION MANAGEMENT)**
REF : **67/2014**
SALARY : **R 270 804 pa (SL 09)**
CENTRE : **HEAD OFFICE: MMABATHO**

REQUIREMENTS: Qualifications and Experience: Grade 12 and three year Diploma / Degree in Administration or Human Resource Management. Three to five (3-5) years working experience in –depth practical experience on Persal Management Information Reporting(MIS) matters, of which two(2) years must be at supervisory level; Valid Driver's License. **Knowledge:** Good understanding of National and Provincial Human Resource Reporting requirements and prescripts; Knowledge of Public Finance Management Act; Knowledge of Human Resource Policies; In-depth experience and knowledge on transferring raw data into management information representations through Microsoft Office(especially Excel) and File Transfer Protocol (FTP); Quality Management System experience to ensure proper records management on HR evidence. **Skills:** Computer Literacy; Written and Verbal Communication Skills; Human Resource Management Policy interpretation; Interpersonal Relationship skills; Planning and Coordinating skills; Report writing skill.

DUTIES: *To provide Human Resource Management information reports on a monthly, quarterly and annual basis (Including HR Inputs into the Annual AFS, EEA and HR MPAT reports). * Audit and consolidate Monthly/Quarterly/Annual HR performance plans/reports. * Report any PERSAL exceptions identified. * Supervision of subordinates.

Candidates may be subjected to practical testing (Ms Excel, FTP, Human Resource and Salary Related Reporting).

Enquiries: Ms H. van der Merwe-Basson, Tel Nr (018) 388 1180

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SUPPLY CHAIN MANAGEMENT PRACTITIONER (DEMAND MANAGEMENT)**
REF.NO : **68/2014**
SALARY : **R 183 438 pa (SL 7)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: *Grade 12 and Diploma /Bachelor degree in Public Administration /Management or Supply Chain Management or equivalent qualifications; Two to three (2-3) years relevant working experience in the Supply Chain Management environment. Valid Driver's license (code 08) will be an added advantage. **KNOWLEDGE:** *Knowledge of Supply Chain management framework Act, BBBEE and PFMA and Treasury regulations; *Basic knowledge and understanding of the legislative framework governing the Public Service; * Basic knowledge of Accounting System; * Basic knowledge of Performance Management Development System (PMDS). **SKILLS:** *Computer literacy. *Analytical and problem solving. * Creativity and innovation. *Good communication and interpersonal relation skills. *Ability to work independently and under pressure.

DUTIES: * To maintain and update the register of all requests received for goods and Services. * To verify all the requests for goods and services.* To complete the Procurement checklist.* To render secretariat to Bid Specification Committee.

Enquiries: Ms. G. Tselane, Tel Nr (018) 388 4462

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **COMMERCIAL CLEANER**
REF.NO : **692014**
SALARY : **R73, 044 pa (SL 2)**
CENTRE : **DR RUTH SEGOMOTSI MOMPATI-VRYBURG**

REQUIREMENTS: *Abet Education, with zero (0) 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, hardworking, trustworthy and able to work as team.

DUTIES: *Render office cleaning services, clean surface and floors, vacuum carpets and upholstery.
*Cleaning windows, Empty dirty baskets, dust offices, replenish accessories, washing towels and preparing boardrooms for meetings. Ensure that toilets are always clean and toilets papers are in place.
*Prepare facilities for meetings and courses.*Prepare tea for manager's guests.

Enquiries: Mr. T. Congwane, Tel Nr (053) 948 5004