



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8052

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 09 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.

NOTES: (a) 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.

(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) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**

(d) Candidates must indicate the number of the post/reference number in their applications.

(e) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.

(f) 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.

(g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

(h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

(i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

(j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

(k) 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: 18/11/2016 AT 15H30



CHIEF DIRECTORATE: TRANSPORT REGULATIONS

POST : CHIEF-DIRECTOR: TRANSPORT REGULATIONS

REF : 01/2016/17

SALARY: R1 068 564 pa (SL14) (All-inclusive package which Includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

CENTRE: HEAD OFFICE, MAHIKENG

REQUIREMENTS:*Grade 12 Certificate*A relevant (NQF level 7) qualification in Transport Management or any related qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at senior management within the Transport Environment. Valid Driving License.*Computer Literacy.

KNOWLEDGE: *Broad knowledge and understanding of Government Policies and other relevant prescripts. *In depth knowledge of legislative prescripts governing Transport Sector. *Ability to conceptualize policy and apply it successfully. *Policy analysis and interpretation. **SKILLS:** *Ability to interact professionally and effectively with diverse stake holders. *An innovative, assertive and confident approach. *Ample initiative and an independent work ethic, self-motivated and reliable. *Strategic capability and leadership,*Financial management *excellent report writing, analytical thinking, decision making and problem solving skills. *Client orientated and customer focus and results driven. *High level communication and presentation skills. *Ability to interact at both strategic and operational level.*A valid driving license and computer literacy are essential. *Ability to work under pressure. *Project Management skill.

DUTIES:*Manage the implementation and coordination of Transport regulations.* Manage and control registration authorities and enforce compliance with Legislation. * Manage and control operator Licenses and permits.* Monitor Compliance and enforce Traffic Laws.* Monitor Compliance to Legislation in terms of Traffic Control Centers including Weghbridges.* Oversee the management of abnormal loads and permits.* Oversee the successful implementation of special road safety projects or campaigns.* Oversee the development of road safety strategies.* Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.

NB : Preference will be given to female applicants

This is a re-advertisement – applicants who applied previously are encouraged to re-apply.

Enquiries: Buti Chuma, Tel. Nr (018) 200 8009.

CHIEF DIRECTORATE : TRANSPORT OPERATIONS
DIRECTORATE : MACRO PROVINCIAL TRANSPORT SYSTEM
POST : DIRECTOR: MACRO PROVINCIAL TRANSPORT SYSTEM
REF : 02/2016/17

SALARY: R898 743.00 pa (SL 13) (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

CENTRE: HEAD OFFICE, MAHIKENG

REQUIREMENTS: *Grade 12 Certificate*A relevant (NQF level 7) qualification in Transport Management or any related qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at middle management within the Transport Environment. * Valid Driving License.* Computer Literacy. * Project Management will be a strong recommendation.

Knowledge: *Knowledge of National Land Transport Act, Act 05 of 2009. *Knowledge of White Paper on National Transport Policy, 1996. *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. *Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province.

Skills: *Strategic capability and leadership. *Programme and Project management. *Financial Management. *Service delivery innovation. *Analytical skills, problem solving and the ability to work independently and under pressure. *People management and empowerment. * Verbal and written communication skills at a high level. *Willingness to travel and work irregular hours. *Have the ability to generate new ideas and improve where circumstances require. *Be able to formulate, write reports and communicate at the highest level. *Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.

Duties: *Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. *Manage the implementation of National Transport Policy and Land Transport Acts. *Manage the development and implementation of Provincial Transport Policy, Legislations and coordination of Transport Planning processes of all modes of transport. *Manage the coordination of transport initiatives at Municipalities level. *Produce annual report on the state of Transport in the North West Province. * Facilitate the development for Transport Sector in the Province.* Contribute to National Policy Framework for the Transport Sector.*Manage and review applications for Integrated Plans of Municipalities and make final recommendations.* Perform Oversight roles of Provincial Regulatory Bodies, Transport Government Components, entities and usage of inland waterways Transportation. * Provide Strategic Leadership.

NB: Preference will be given to female applicants

This is a re-advertisement – applicants who applied previously are encouraged to re-apply
Enquiries: Ms M. Dayel, Tel. Nr (018) 200 8027.

CHIEF DIRECTORATE: TRANSPORT OPERATIONS

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**

POST : **DEPUTY DIRECTOR: TRANSPORT TERMINALS
PILANESBURG AIRPORT**

REF : **05/2016/17**

SALARY : **R612 822 .00 pa (SL 11) pa** (All-inclusive package which includes basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

CENTRE : **PILANESBURG AIRPORT, MOGWASE**

REQUIREMENTS: *Grade 12 Certificate or equivalent*A three year tertiary qualification in Transport/ Aviation Management plus a minimum of three (3) to five (5) years relevant management experience in the Aviation / Transport Environment. *Valid Driving License.* Computer Literacy.

KNOWLEDGE: *Knowledge of Public Sector. *Constitution of South Africa. *Drafting and analyzing policies (Communication Policy). *Public Service Act, PFMA and accompanying Treasury Regulations Act and relevant Regulations. *Public Service Code of Conduct. Aviation Authority/ Air Transport Prescripts.***SKILLS** *Communication skills (verbal and written) and decision making. *Leadership and management.*Planning and organizing. *Editing and compilation of publication. *Coordination and organizing the Provincial events or awareness campaign. *Interpersonal relations. *Networking, analytical thinking and problem solving. *Project management. *Report writing and presentation skills.

DUTIES: *Ensure proper management and administration of the Airport. * Ensure Compliance to SACAA and other Air Transport related standards. *Develop and analyze aviation policies, strategies and procedures.*Managing Compliance with airport quality control operations. *Managing compliance with recommended airport safety systems. *Providing administrative support services for the Airport*Manage all resources within the directorate.

This is a re-advertisement – applicants who applied previously are encouraged to re-apply
Enquiries: Ms M. Dayel, Tel. Nr (018) 200 8027

DIRECTORATE : **OPERATOR LICENSE AND PERMITS**

POST : **DEPUTY DIRECTOR: ADMINISTRATION**

REF.NO : **28/2016/17**

CENTRE : **HEAD OFFICE - MAHIKENG**

SALARY : **R612 822 pa (SL 11)** (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

REQUIREMENTS: *Grade 12 Certificate or equivalent.*An appropriate Bachelors Diploma or Degree in Law or Transport Management, coupled with at least a minimum of three (3) to five (5) years relevant experience in Transport management environment of which two(2) years must be at management level.*Code EB driving license.

KNOWLEDGE: Public Transport Policies and Public Service Prescripts.*A thorough knowledge of National Land Transport Act No 5 of 2009 and its Regulations and Guidelines on Special Operating Procedures governing the Public Transport Industry. **SKILLS:***Communication skills, Computer Literacy.*Ability to interface between the Department and districts in relation to the Departmental Strategic Plan and Annual Performance Plan. *Ability to interpret legislation and implement it accordingly. *Strong Liaison and negotiation skills. *Monitoring and evaluation skills. *Assertive and confident approach to the Industry challenges.

DUTIES: Managing operating license administration process.*Coordinate and consolidate monthly and quarterly reports.*Serving as interface between Head Office and districts in relation to the Departmental Strategic Plan and Annual Performance Plan.*Serving as interface between Department and Transport Appeal Tribunal.*Supervise output of District Managers.*Implement remedial actions as suggested by Monitoring &Evaluation Unit and office of the Auditor General. *Coordinating and facilitating Provincial Regulatory Entity activities.*Ensure that the Portfolio of Evidence is arranged for Monitoring and Evaluation Unit.

This is a re-advertisement – applicants who applied previously are encouraged to re-apply
Enq: Mr M.Morule, Tel Nr (018) 388 5316

DIRETORATE : **MONITORING AND OVERSIGHT**
POST : **ASSISTANT DIRECTOR: COMPLIANCE**
REF : **22/2016/17**
SALARY : **R311 784 pa (SL 0 9)**
CENTRE : **HEAD OFFICE, MAHIKENG**

REQUIREMENTS:***REQUIREMENTS*** Grade 12 Certificate or equivalent. A relevant (NQF Level 6) qualification in Law or in Policing or in Safety and Security requiring a minimum period of study of three years and as recognised by SAQA. *A minimum 3 years' experience in the monitoring and evaluation on policing or Safety and Security Environment. A valid driver's license. Computer Literacy. **KNOWLEDGE:** *Extensive knowledge in Public Finance Management, Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy, South African Police Services policies, Performance and Resources Management. **SKILLS:** *Monitoring and Evaluation. *Research. *Investigations. *Project Management. *Report Writing, * Communications. *Conflict Management. *Policy Analysis and Computer Literacy.

DUTIES *To provide a civilian oversight over the South African Police Service (SAPS): by conducting research and analysing data on policing. *Monitor and oversee transformation of the SAPS. *Monitor SAPS infrastructure development plan. *Maintain an effective complaints management system and conduct investigation of complaints. Monitor determination of policing priorities. *Monitor SAPS compliance to Domestic Violence Act. Conduct oversight police station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor the implementation of recommendations by the SAPS. *Participate in review of the Monitoring Tool Framework, Guidelines and development of policies. *Compile reports

This is a re-advertisement – applicants who applied previously, they may not re-apply
Enq: Ms. N. Num, Tel. Nr (018) 200 8031