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## HUMAN RESOURCE MANAGEMENT

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

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### VACANCY CIRCULAR NO. 5 OF 2017/2018 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, 1<sup>st</sup> 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: 21/12/2017 AT 15H30**

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**“Together We Move Bokone Bophirima Province Forward”**



**CHIEF DIRECTORATE : TRANSPORT REGULATIONS**

**DIRECTORATE : OPERATOR LICENSE AND PERMITS**

**POST : DIRECTOR: OPERATOR LICENSE AND PERMITS**

**REF : 70/2017/18**

**SALARY : R948 174.00 pa (SL 13)**  
**The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.**

**CENTRE : HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate. A relevant undergraduate qualification (NQF level 7) in Transport Management or any related qualification within the Transport Sector recognised by SAQA coupled with five (5) years experience at middle/senior 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 transport operations in the North West Province.

**Capabilities:** Strategic capability and leadership. Programme and Project management. \*Financial Management. Service delivery innovation. Analytical skills, problem solving and the ability to work independently and/or with little supervision 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:** Monitor compliance on operating licence conditions. Ensure proper administration support services to licensing processes and committees including Provincial Regulatory Entity. Manage public transport related conflict in the Province. Ensure proper coordination of issuing of operator License and Permits in line with applicable Provincial and Municipal Transport Plans. Oversee the proper functioning of Provincial Regulatory Entity in line with the National Land Transport Act. Manage all resources of the Directorate and provide effective guidance on implementation of government policies and regulations. Oversee the proper implementation of National Transport Policy and Land Transport Acts. Provide Strategic Leadership.

**Enq: Mr. M. Morule, Tel Nr. 018 381 9104**

**DIRECTORATE** : **HUMAN RESOURCE MANAGEMENT**

**POST** : **HUMAN RESOURCE CLERK (CONDITIONS OF SERVICE) X 2**

**REF. NO** : **71/2017/18**

**SALARY** : **R 152 862 pa (SL 05)**

**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent with at least 1 - 2 years relevant experience in conditions of service. **KNOWLEDGE:** Knowledge of Public Service prescripts, Public Service Act, Public Service Regulations, Government Employee Pension Fund Procedures and Pension Guidelines, Determination of leave of absence in the Public Service, BCEA, PFMA. **SKILLS:** Computer literacy. Good planning and organizing skills. Good interpersonal relations.

**DUTIES:** General administration of Pension matters, Process admission to the fund, Regular updating of personal particulars of member's and Process withdrawals from the fund. Processing service terminations on Persal. Administer processing of nomination of beneficiaries. Administer state subsidized medical contribution. Attend to pension queries Administer processing of leave matters and all employees service benefits. Compiling monthly reports.

**Enq: Ms BE Foke, Tel Nr. 018 200 8241**

**DIRECTORATE** : **HUMAN RESOURCE MANAGEMENT**

**POST** : **PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM) X 2**

**REF. NO** : **72/2017/18**

**SALARY** : **R 226 611 pa (SL 07)**

**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus 3 years National Diploma / Degree in Human Resource Management/Public Administration/Public Management. Two (2) to three (3) years relevant working experience in Human Resource Management- Performance Management Development System. PERSAL Personnel Administration certificate is required. **KNOWLEDGE:** Knowledge of Public Service Act, Skills and Development Act, Labour Relation Act, PMDS Policy and other applicable legislations. Assessment process and techniques, **SKILLS:** Computer skills. Data analysis skills and report writing skills. Basic research. Problem solving and decision- making skills. Ability to maintain positive interpersonal relations and also to work as a team. Ability to conduct training and presentation skills. Must have a creative, assertive and confident approach. Self –motivated, reliable and ability to work under pressure. Code EB (08) driving license as an added advantage.

**DUTIES:** Conduct training (briefing sessions) on PMDS in line with the PMDS Policy and regulatory framework. Conduct Quality Assurance on PMDS documents. Coordinate Moderation Processes. Perform general administration related to Performance Management. Compile submissions for all moderated documents for approval. Assist in record keeping of employee’s assessments and compile data on assessments statistics. Compile monthly, quarterly and annual reports. Advise supervisors on PMDS policy of the Department. Arrange moderation meetings, schedules and venues for such moderation. Supervise the key areas of Subordinates.

**Enq: Mr. P. Modise, Tel Nr. 018 200 8257**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**

**POST : SENIOR ORGANISATIONAL DEVELOPMENT  
PRACTITIONER (ORGANISATIONAL DEVELOPMENT  
AND  
JOB DESIGN)**

**REF. NO : 73/2017/18**

**SALARY : R 281 418 pa (SL 08)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**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 in Human Resource Management of which one (1) year must be in field of Organisational Development and Job Evaluation. Certificate in Job Evaluation is required. **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) Directive and Resolutions. Supervise the key areas of Subordinates.

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

**DIRECTORATE : RISK MANAGEMENT**

**POST : STATE ACCOUNTANT (RISK MANAGEMENT)**

**REF. NO : 74/2017/18**

**SALARY : R 226 611 pa (SL 07)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus an appropriate 3 years National Diploma/ Bachelor's Degree in Risk Management, Accounting or Auditing. 2 to 3 years relevant experience in Risk Management, Auditing, Finance, or Supply Chain Management.

**KNOWLEDGE:** Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, King IV Report, Public Sector Anti-Corruption Strategies. **SKILLS:** Good Communication, Report writing and Computer Literacy skills. A valid driving license. Ability to interpret policies. Facilitation and presentation skills.

**DUTIES:** Assist in the development of Risk Management Strategy, Risk Management Policy, Fraud Prevention Policy and Fraud Prevention Strategy. Assist in facilitating the strategic and operational risk assessments. Monitor the implementation of risk treatment plans. Conduct risk and fraud awareness campaigns amongst departmental staff. Arrange the Risk Management Committee meetings.

**Enq: Ms. N Ramafi, Tel Nr. 018 200 8062**

**DIRECTORATE** : **RISK MANAGEMENT**

**POST** : **STATE ACCOUNTANT (INTERNAL CONTROL)**

**REF. NO** : **75/2017/18**

**SALARY** : **R 226 611 pa (SL 07)**

**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus appropriate 3 years National Diploma/ Bachelor`s Degree in Accounting or Auditing. 2 to 3 years relevant experience in Auditing, Finance or Supply Chain Management. **KNOWLEDGE:** Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management, Walker/BAS Systems and other Policies and Directives of the Department. **SKILLS:** Good Communication, Report writing and Computer Literacy skills. A valid driving license, Ability to interpret policies, Facilitation and presentation skills.

**DUTIES:** Coordinate audits (internal and external). Monitor the implementation of audit action plans internal and external. Conduct the pre-auditing of vouchers for goods and services. Evaluate internal control processes. Implement the operational plan of the sub directorate.

**Enq: Mr. P.P. Motsayathebe, Tel Nr. 018 200 8068**

**DIRECTORATE** : **SUPPLY CHAIN MANAGEMENT**

**POST** : **ASSISTANT DIRECTOR (LOGISTICS MANAGEMENT)**

**REF. NO** : **76/2017/18**

**SALARY** : **R 334 545 pa (SL 09)**

**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Public Administration or Management/Financial Management. Three (3) to five (5) years relevant working experience in Supply Chain Management(Logistics Management) of which two (2) years must be at supervisory level. Certificate in Supply Chain Management Courses. (Walker / BAS Certificate). **KNOWLEDGE:** 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, Performance Management Development System (PMDS). **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.

**DUTIES:** Facilitates and supervises the Procurement and Inventory Units. Authorise/Approve orders within the financial delegation of a post. Compile monthly reports. Manage the invoice tracking system. Reporting of irregular expenditure on monthly basis. Management of open orders. Update stock levels and replenish inventory stock items. Verify the relevancy of signatures in line with the specimen forms. Ensure Compliance with PFMA, PPPFA, and Supply Chain Management Prescripts within the government sector. Manage the performance and development of levels reporting to the post within the Unit.

**Enq: Ms. Masego Mokgosi, Tel Nr. 018 200 8088**

**DIRECTORATE : CRIME PREVENTION PARTNERSHIPS**

**POST : DEPUTY DIRECTOR (COMMUNITY POLICE RELATIONS)**

**REF. NO : 77/2017/18**

**SALARY : Remuneration package of R657 558 per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Development Studies/Community development/Social Science. Three (3) to five (5) years' experience in the Safety and Security/Criminal Justice Environment of which three (3) years must be at Junior Management level. A valid driving license.

**Knowledge:** Extensive knowledge of Public Finance Management Act, Civilian Secretariat for Police Service Act, White Paper on Safety and Security, White Paper on Policing, National Crime Prevention Strategy, South African Police Service Act, Community policing, Personnel management and Budgeting. **Skills:** Computer Literacy. Strong planning and coordination abilities. Sound analytical/innovative thinking and problem-solving skills. Presentation skills. Negotiation skills and report writing skills. Mass Mobilization, Project Management, Ability to work under pressure and extended hours (long hours) so as to meet deadlines.

**DUTIES:** Monitor and promote good relations between the police and community. Ensure establishment and capacity building of Community Police Forums and Community Safety Forums. Coordinate community safety patrollers' programme. Establish and maintain partnerships in the fight against crime. Manage the Sub-directorate.

**Enq: Ms. KF Nchoe, Tel Nr. 018 200 8097/8099**

**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**

**POST** : **ASSISTANT DIRECTOR (WHITE FLEET MAINTENANCE X 2**

**REF. NO** : **78/2017/18**

**SALARY** : **R 334 545 pa (SL 09)**

**CENTRE** : **NGAKA MODIRI MOLEMA DISTRICT –MMABATHO  
BOJANALA DISTRICT GOVERNMENT FLEET**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management. Three (3) to five (5) years relevant working experience in Fleet Management/ Maintenance and Repairs of which two (2) years must be at supervisory level. Valid Driving license. **KNOWLEDGE:** Knowledge of Public Passenger transport legislation. Public service policies rules and legislation. Knowledge of Fleet Management. Basic Mechanical Knowledge. Public Financial Management Act. Public Service Act, Performance Management Development System (PMDS). **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.

**DUTIES:** Management of maintenance and repairs of Government Vehicles. Management of Motor vehicle accidents. Management of pool vehicle logsheets. Management of renewal of motor vehicle licenses in the Province. Management of towing state vehicles/recovery breakdown services. Ensure revenue collection through disposal of withdrawn vehicles through public auction sale. Ensure the compilation of monthly expenditure reports and their submission. Manage the key responsibility areas of the managed.

**Enq: Mr.KG Seagiso, Tel Nr. 018 388 9200/ Mr. J. Leeuw, Tel Nr. 014 523 5705**



**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**POST : ASSISTANT DIRECTOR (LOG SHEET)**

**REF. NO : 79/2017/18**

**SALARY : R 334 545 pa (SL 09)**

**CENTRE : HEAD OFFICE -MMABATHO**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus 3 years National Diploma/Bachelor's Degree in Transport Management/Public Administration/Commerce/Supply Chain Management. 3-5 year's relevant working experience in log-sheet of which two (2) years must be at supervisory level. A valid driving license will be an added advantage. **KNOWLEDGE:** Knowledge of Public Passenger transport legislation. Public service policies rules and legislation. Treasury Regulation. Knowledge of Fleet Management. Basic Mechanical Knowledge. Public Financial Management Act. Public Service Act, Performance Management Development System (PMDS). Labour Relation Act. **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.

**DUTIES:** Administer the capturing of log-sheets of all Departments in the Province which means to capture accurate information and also attend queries and make follow-ups. Reconcile reports monthly to ensure the information captured is correct for record keeping and auditing. Adjusting kilometers tariffs yearly that charges user departments economic tariffs. Compiling and submitting revenue collected to the revenue unit which means to report as how much revenue has been collected for each department per month. Manage the key responsibility areas of the managed.

**Enq: Ms Rachel Whati, Tel Nr. 018 200 8149**

**DIRECTORATE : PUBLIC TRANSPORT SERVICES**

**POST : DEPUTY DIRECTOR - PUBLIC TRANSPORT SERVICES**

**REF. NO : 80/201718**

**SALARY : Remuneration package of R657 558 per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS :** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years' experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. **Knowledge:** Extensive knowledge of Public Finance Management Act, Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Quantitative Techniques (Econometric Modeling) **Skills:** Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

**DUTIES:** Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

**Enq: Mr. P. Mohono, Tel Nr. 018 200 8086**

**DIRECTORATE : TRANSPORT PLANNING AND CO-ORDINATION**

**POST : SENIOR ADMINISTRATIVE OFFICER (TRANSPORT PLANNING & POLICY DEVELOPMENT)**

**REF. NO : 81/2017/18**

**SALARY : R 281 418 (SL 08)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transportation/Economics/Management. Two (2) to Five (5) years experience in Land Transport Planning, Legislation and Policy Development environment. Basic Project Management Course. **KNOWLEDGE:** Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act. Public Service Regulations. Understanding of Public Financial Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good Presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team.

Willingness to travel and work irregular hours. Code EB (08) driving license. Problem solving skills and decision making.

**DUTIES:** Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in municipal strategic planning structures. Ensure integration of Integrated Transport Plans into Municipal Integrated Development Plans. Participate in the provincial (District and Local Municipality) transport forums. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and reporting implementation plans. Liaise with the assigned transport official/s in the municipality regarding all issues of transport.

**Enq: Mr. O. A Baikgaki, Tel Nr.018 200 8074**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**POST : DRIVER MESSENGER (FLEET MAINTENANCE & POOL VEHICLE ADMINISTRATION) x 2**

**REF.NO : 82/2017/18**

**SALARY : R 127 851 pa (SL4)**

**CENTRE : DR RUTH SEGOMOTSI MOMPATI (GANYESA) AND NGAKA MODIRI MOLEMA GOVERNMENT GARAGE.**

**REQUIREMENTS:** Abet (Grade 10), Driving license, PDP plus 5- 10 years experience in driving. A valid driving license. Ability to work under pressure and long hours.  
**KNOWLEDGE:** knowledge of transport policies. Transport policy 4/2000 and working procedures in respect of working environment. **SKILLS:** Good organizing and time management skills and people orientated. Knowledge of customer care, good communications skills.

**DUTIES:** Transport state vehicles to and from various merchants. Ensure cleanliness of vehicles at all times. Perform pre and post inspection of vehicles. Report on vehicle defects and maintenance requirements to officers in charge. Complete logsheets for every trip undertaken. Ensure correct procedures are carried out in event of accident encounter. Adhere to customer care at all times. Assist with the preparations of redundant state vehicles. Perform any other driving services as delegated by supervisor.

**Enq: Ms. I. Mmutla, Tel Nr. 018 388 9200**

**DIRECTORATE** : **ROAD TRAFFIC MANAGEMENT**  
**POST** : **CHIEF PROVINCIAL INSPECTOR**  
**REF NO** : **83/2017/18**  
**SALARY** : **R 417 552 pa (SL10)**  
**CENTRE** : **CHRISTIANA TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus basic Traffic Diploma from registered Traffic College. Seven (7) years working experience in the road traffic management field, with three (3) years as Supervisor. A valid driving license 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, Organising, 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.

**Enq:Mr K Jantjie , Tel Nr. 053 927 3868**

**DIRECTORATE** : **ROAD TRAFFIC MANAGEMENT**  
**POST** : **PRINCIPAL PROVINCIAL INSPECTOR**  
**REF NO** : **84/2017/18**  
**SALARY** : **R 281 418 pa (SL8)**  
**CENTRE** : **MOGWASE TRAFFIC STATION**

**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 R Ratlhaa, Tel Nr. 014 594 0763**

**DIRECTORATE** : **ROAD TRAFFIC MANAGEMENT**  
**POST** : **SENIOR PROVINCIAL INSPECTOR**  
**REF NO** : **85/2017/18**  
**SALARY** : **R 226 611 pa (SL7)**  
**CENTRE** : **BOJANALA: MOGWASE STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent 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 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 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 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 R Ratlhaa, Tel Nr. 014 594 0763**

**DIRECTORATE** : **ROAD TRAFFIC MANAGEMENT**  
**POST** : **ADMINISTRATION CLERK**  
**REF NO** : **86/2017/18**  
**SALARY** : **R 152 862 pa (SL5)**  
**CENTRE** : **RUSTENBURG STATION X 1**  
**POTCHEFSTROOM STATION X 1**

**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** : **HUMAN RESOURCE MANAGEMENT**  
**POST** : **CLEANER**  
**REF NO** : **87/2017/18**  
**SALARY** : **R 90234 pa (SL2)**  
**CENTRE** : **MOGWASE STATION X 1**  
**POTCHEFSTROOM WEIGHBRIGE X 1**

**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 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** : **TRANSPORT ADMINISTRATION AND LICENSING**  
**POST** : **ACCOUNTING CLERK**  
**REF NO** : **88/2017/18**  
**SALARY** : **R 152 862 pa (SL5)**  
**CENTRE** : **TAUNG REGISTERING AUTHORITY**

**REQUIREMENTS:** Grade 12 certificate or equivalent coupled with one (01) to two (2) years experience in Revenue Environment (Preferably eNaTIS Contractors). **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 : TRANSPORT ADMINISTRATION AND LICENSING**  
**POST : 89/2017/18**  
**REF NO : ACCOUNTING CLERK (LOGISTICAL SUPPORT)**  
**SALARY : R 152 862 pa (SL5)**  
**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus One (1) to two (2) years experience in Revenue Environment (preferably eNaTIS Revenue Reconciliation).

**KNOWLEDGE:** National Road Traffic Act, PFMA, Treasury Regulations, DORA 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:** Render the administration of revenue collection. Receive, check and verify the validity or receipts from all revenue collection agents. Recording of all deposit slips submitted by revenue collection agency on a reconciliation spread sheet on daily basis. Request monthly eNaTIS report (RD323) and capture it into excel spread sheet for reconciliation purpose. Follow up outstanding revenue sources. File all documents properly in their respective files

**Enq: Ms B. Mokai, Tel Nr. 018 388 1437**

**DIRECTORATE : ROAD SAFETY MANAGEMENT**  
**POST : PRINCIPAL ROAD SAFETY OFFICER**  
**REF NO : 90/2017/18**  
**SALARY : R 281 418 pa (SL8)**  
**CENTRE : DR RUTH SEGOMOTSI MOMPATI DISTRICT**

**REQUIREMENTS:** Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree in Education / Communications / Marketing / Road Safety. A code 08 Drivers / EB driving license. Two (2) to five (5) years experience in Road Safety field.

**KNOWLEDGE:** Road Safety Management policies and procedures. Public Service prescripts. Project Management. Understand the current school curriculum. **SKILLS:** Presentation and

coordination. Report writing. Computer Literacy. Understand integrating road safety into the school curriculum.

**DUTIES:** Administer Road Safety Education in all learning institutions within the District. Ensure the implementation of Road Safety Education projects and programmes. Ensure the implementation of Safety Awareness campaigns. Identify and analysis Road Safety needs within the Sub District. Monitor the implementation of Road Safety Initiatives. Manage key responsibilities areas (KRA) of staff.

**Enq: Mr M.S Thomas Tel Nr. 053 927 4645/076 908 9698**