



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
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VACANCY CIRCULAR NO. 6 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, 1st 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: 26/01/2018 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : **MONITORING AND OVERSIGHT**

POST : **SENIOR ADMINISTRATION OFFICER
(DETECTIVE SERVICES OVERSIGHT AND
ORGANISATIONAL TRANSFORMATION) x 3**

REF NO : **91/2017/18**

SALARY : **R 281 418 pa (SL8)**

CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Law or any related equivalent qualification coupled with 2 to 3 years experiences in Monitoring and evaluation of policing or safety and security environment. A code 08 Drivers / EB driving license.

KNOWLEDGE: Civilian Secretariat for Police Service Act, South African Police Services (SAPS) Act, Independent Police Investigative Directorate Act, SAPS Transformation Policies, National Crime Prevention Strategy, Performance and Human Resource Management Policies, intensive Administrative Skills and understanding reporting procedure and departmental mandate. **SKILLS:** Computer Literacy, Conflict Management, Communications (verbal and written), organizing and planning, report writing, initiative and good interpersonal relationship. Ability to work under pressure and long hours.

DUTIES: Provide Civilian Oversight over the South African Police Service (SAPS). Monitor and oversee transformation of the SAPS. Monitor SAPS infrastructure development plan. The process of management and investigation of service delivery complaints against the SAPS. 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. Reviewing of Monitoring Tool Frameworks, Guidelines and development of polices. Compile reports.

Enq: Ms. D. Letsapa Tel Nr. 018 200 8092

DIRECTORATE : **FINANCIAL MANAGEMENT**

POST : **SENIOR STATE ACCOUNTANT: BUDGET CONTROL**

REF. NO : **92/2017/18**

SALARY : **R 281 481pa (SL 08)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: A Grade 12 Certificate or equivalent plus appropriate Bachelor's Degree or National Diploma in Accounting or Auditing. 2 to 3 years relevant experience in Budgeting and expenditure management and monitoring. **KNOWLEDGE:** * Knowledge of Public Finance Management Act, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. **SKILLS:** Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.

DUTIES: Provide support with regard to planning and budgeting process within the Department. Ensure effective implementation of the budget procedure manual and assist in formulating norms and guidelines for all budgeting responsibilities and provide advice in costing of projects and other budgeting processes. Ensure that budget is captured on Bas System, adjustments estimates including

funds shifts as well as roll over funds. Prepare monthly early warning reports (in year monitoring) and identify budget deviation and report the projected shortfalls. Manage key performance responsibilities of the managed.

Enq: Ms. L. Motshumi Tel Nr. 018 200 8142

DIRECTORATE : **LAW ENFORCEMENT**
POST : **ADMINISTRATION CLERK (TRAFFIC LAW ADMINISTRATION)**
REF. NO : **93/2017/18**
SALARY : **R152 862 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. One (1) to two (2) years relevant working experience in eNaTIS and Abnormal Loads Permits environment. **KNOWLEDGE:** Knowledge of the National Road Traffic Act (NRTA), Public Financial Management Act, Treasury Regulation and other Public Service related Legislation. **SKILLS:** Computer Literacy. Good verbal and written communication skills Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving skills and decision making.

DUTIES: Reconcile cash collected against the performed transactions. Register and issue abnormal load permits and liaise with Law Enforcement. Provide the administration of application for Manufacturer Importer Builder (MIB). Render the general administrative support.

Enq: Ms. S. Magomotso, Tel Nr. 018 381 9125

DIRECTORATE : **LAW ENFORCEMENT**
POST : **ADMINISTRATION CLERK**
REF. NO : **94/2017/18**
SALARY : **R152 862 pa (SL 05)**
CENTRE : **DR KENNETH KAUNDA DISTRICT:
POTCHEFSTROOM TRAFFIC STATION**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) year's 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.

DUTIES: Capture traffic fines (J534), court cases, accidents report 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: Mr. L.M Garesape, Tel Nr. 018 293 6540

DIRECTORATE : **OPERATOR LICENSE AND PERMIT**

POST : **SENIOR ADMINISTRATION OFFICER: LICENSING
ADMIN SUPPORT**

REF NO : **95/2017/18**

SALARY : **R 281 418 pa (SL8)**

CENTRE : **DR KENNETH KAUNDA DISTRICT**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport/Economics related equivalent qualification coupled with 2 to 3 years experiences in Operating licenses and permits administration , liaison with public transport operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers / EB driving license. **KNOWLEDGE:** Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS:** Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours.

DUTIES: Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

Enq: Mr. P.J Thaga, Tel Nr. 018 200 8074

CHIEF DIRECTORATE : **CORPORATE SERVICES**

POST : **ASSISTANT DIRECTOR – SPECIAL
PROGRAMMES**

REF. NO. : **96/2017/18**

SALARY : **R334 545 PA (SL 09)**

CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS::Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Gender/ Youth Development/ Disability studies./Public Admin/ Communications/ Education/ Intergovernmental Relations/Populations & Development Studies or equivalent qualification. Three (3) to five (5) years relevant experience in Special Programmes coordination field, of which two (2) years must be at supervisory level. A valid driving license. **KNOWLEDGE:** Sound knowledge of relevant legislation and policies, Transformation agenda in the public service. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act 2000, Employment Equity Act 1998.**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),

Analytic and policy development skills, 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.

DUTIES: Design implementation plans and guidelines for advocacy and awareness programmes. Develop and maintain policies in line with departmental objectives of Special Programmes. Coordinate and facilitate the planning and management of Gender, Youth, Older Persons and Disability mainstreaming programmes and project in the Department. Raise awareness and build capacity on mainstreaming of Gender, Youth, Older Persons and Disability. Monitor and evaluate departmental objectives on Special Programmes.

Enq: Ms. G. Tshepe, Tel Nr. 018 200 8152

Preference will be given to people with disabilities

DIRECTORATE : GOVERNMENT MOTOR FLEET

POST : HEAVY DUTY DRIVER MESSENGER

REF. NO : 97/2017/18

SALARY : R127 851 pa (SL 04)

CENTRE : DR KENNETH KAUNDA GOVERNMENT GARAGE X 1, NGAKA MODIRI MOLEMA GOVERNMENT GARAGE X 1

REQUIREMENTS: Abet (Grade 10) plus 5 – 10 years experience in a heavy duty/ Messenger field. Valid unendorsed heavy duty drivers license (EC1 or EC) with PDP.

KNOWLEDGE: Knowledge of transport policies, inter alia transport circular No 4 of 2000 and working procedures in respect of working environment. **SKILLS:** Excellent Communication skills. People orientated. Ability to work under pressure and long hours. Knowledge of customer care.

DUTIES: Transporting state vehicles to and from various merchants. Ensuring cleanliness of state owned vehicles at all times. Perform pre and post trip inspection. Report on vehicle defects and maintenance requirements to officers in charge. Complete log-sheets for every trip undertaken. Ensuring that correct procedures are carried out in the event of accident encounter. Adhere to customer care. Render driving services including as well as chauffer service to Provincial /Department's clients. Plan, arrange and ensure routine vehicle maintenance and service as scheduled intervals (roadworthiness). Perform any other driving services as delegated from time to time. Assist with auction preparations of redundant state vehicles.

Enq: Mr. H. Strobl, Tel Nr (018) 200 8143

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

Preference will be given to people with disabilities for Dr. Kenneth Kaunda Government Garage post