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Department:
Community Safety & Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building ,Albert Luthuli
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Enquiries: G E Noge

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 01 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 Director: Human Resource Management, 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 Ms. 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.

“Together We Move Bokone Bophirima Province Forward”



(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: 23 JUNE 2017

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING

POST : SENIOR ADMINISTRATIVE OFFICER (PROVINCIAL eNATIS HELP DESK)

REF. NO : 32/2016/17

SALARY : R281 418 pa

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 certificate plus two to five (2-5) years relevant working experience or more in eNATIS environment, of which 2 years must be supervisory experience. Valid driving license. **KNOWLEDGE:** National Road Traffic Act, National Land Transport Act and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing. Good verbal and written communication. Interpersonal relation. Customer /Client Oriented. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making

DUTIES: Render the supervision services within the Provincial eNATIS Help Desk Unit. Provide efficient and effective assistance to registering authorities and other eNATIS Users. Ensure that documents received from Registering Authorities are in line with Help Desk procedures-Minimum Requirements for Sensitive Transaction. Verify all applications captured on the system by Users. Ensure that all daily captured documents are filed.

NB: This is a re-advertisement; applicants who applied previously are encouraged to re-apply.

Enquiries: Ms. M. Mambo, Tel. Nr (018) 388 1102