



dcstm

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



HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli Drive,
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8258

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.01 OF 2024/25 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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to CSTMrecruitment@nwpg.gov.za

Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za.

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.

Qualifications of shortlisted candidates will be verified with SAQA. 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 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. 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. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

CLOSING DATE: 30/09/2024 AT 15H30

"Let's Grow North West Together"



ERATUM FOR THE FOLLOWING POSTS:

**POST : DEPUTY DIRECTOR-PROVINCIAL REGULATORY ENTITY
FIVE (5) YEARS CONTRACT POST x 4**

REF : 01/2024/25

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

DIRECTORATE : OPERATOR LICENSE AND PERMITS

NB: THIS APPOINTMENT WILL BE AS PER PROVISIONS OF SECTION 23 OF THE NATIONAL LAND TRANSPORT ACT NO.5 OF 2009.

SALARY : Remuneration package of R1003 890.00 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus Bachelor's Degree (NQF 7) in Transport Management/Legal/Public Administration/Social Science. Three (3) to five (5) years' experience in the public service within Transport Environment of which three (03) years should be at Junior Management (Assistant Director). Valid Driving License. **SKILLS:** Report writing, Investigations skills, Computer Literacy. **KNOWLEDGE:** Public Transport prescripts and legislations, People management, interpersonal relations, good communication skill, Conflict management and problem-solving skills. Presentation and facilitation.

DUTIES: Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licences. Advising Management on developing Regulations relating to Public Transport and operations services. Report on non-compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

Enq: Mr.P.Namate (018) 3885314/16



POST : ASSISTANT DIRECTOR: SCHOLAR TRANSPORT

REF. NO : 08/2024/25

DIRECTORATE : PUBLIC TRANSPORT SERVICES

SALARY : R552 081.00 pa (SL10)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 Certificate or equivalent plus three – year National Diploma /Degree in Transport Management. Three (03) years working experience in Public Transport Environment of which two years should be at supervisory level. Valid Driver’s Licence. **KNOWLEDGE:** 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. **SKILLS:** Computer literacy, problem solving abilities. Planning, Organising, Report Writing, Communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team.

DUTIES: Administer learner transport subsidies and contracts including monitoring of learner transport operations. Liaise with learner transport operators and other stakeholders. Budget management, attend meetings with stakeholders and verify payments to learner transport operators. Manage performance of the personnel within the unit.

Enq: Mr. S. Tladi 018 2008086



POST : ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING)

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

REF. NO : 09/2024/25

DIRECTORATE : FINANCIAL ACCOUNTING

SALARY : R 444 036.00 pa (SL 09)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which two (2) years must be at supervisory level (preferably at SL 08) . BAS certificates should be attached and a valid driver' licence. **KNOWLEDGE:** Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.

DUTIES: Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Supervise personnel.

Enquiries: Ms. K. Tswaile Tel. 018 200 8144

