



dcstm

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



HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE VACANCY CIRCULAR NO.12 OF 2025/26 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 the relevant e-mail address associated with the post applied for.

PLEASE NOTE: On the subject line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. **All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified.**

COMPLIANCE NOTE: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, 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. **Completion of the Z83 form: Part A:** All fields must be fully completed. **Part B:** Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. **Part C, D, E, F and G** may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under **Part F** is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit 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.

"Let's Grow North West Together"



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) only when shortlisted. 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 conducted. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. The successful candidate will be required to enter into an employment contract and a performance agreement.

CLOSING DATE: 08/04/2026 (Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online).

POST : DIRECTOR – SUPPLY CHAIN MANAGEMENT (NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply).

REF NO : 71/2025/26

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

SALARY : Remuneration package of R1 266 741.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the 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. A relevant (NQF level 7) qualification in Supply Chain Management/ Finance/ Financial Management/ Economics/Auditing as recognised by SAQA coupled with five (5) years' experience at senior/middle management level within the Supply Chain Management Environment. A valid driver's license. Computer Literacy. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG submitted prior to appointment. **KNOWLEDGE:** In-depth knowledge of legislative framework that governs the Public Service. Customer Service Principles (Batho Pele Principles). Risk Management. Understanding of Supply Chain Management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential Procurement Policy Framework. Public Finance

Management Act (PFMA). Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, understanding of budgeting and Financial Management best practices. Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication **SKILLS:** Technical Proficiency. Business Report Writing Skills. Communication (verbal and written). Problem solving and decision making. People management and Empowerment. Customer Focus and responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment awareness.

DUTIES: Ensure the development and implementation of relevant policies, procedures and transversal contracts with respect to Supply Chain and Asset Management. Develop and manage the demand and acquisition processes. Manage Assets, Logistics, Contract Management, Demand as well as Acquisition management sub-directorates. Develop, manage and maintain logistical information and supply chain management performance. Development of adequate risk management measures. Manage all resources of the Directorate. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.

Enq: Ms. K Phatudi: Tel: 018 200 8024/25

E-Mail address: CSTMrecruitment03@nwpg.gov.za

POST : DIRECTOR – LEGAL SERVICES (NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply).

REF NO : 72/2025/26

DIRECTORATE : LEGAL SERVICES

SALARY : Remuneration package of R1 266 741.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the 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* An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior management level in Legal Services. Computer Literacy. A valid driver's license. **KNOWLEDGE:** Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. **SKILLS:** Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES: Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid

unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

Enq: Mr. MA Morule, Tel: 018 200 8001/09

E-Mail address: CSTMrecruitment04@nwpg.gov.za