



dcstm

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



HUMAN RESOURCE MANAGEMENT

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PROVINCIAL ADMINISTRATION: NORTH WEST DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO.03 OF 2026/27 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. **African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply.**

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. Non-compliance will lead to disqualification.

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. Major subjects of relevant qualification/s should be mentioned in the CV. **Completion of the Z83 form: Part A:** All fields must be fully and accurately completed. **Parts B:** Date of birth and ID number are compulsory, and other fields on **Part B, 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

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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 **(i.e Candidates must submit a separate application for each post indicating the Centre and Reference number). Non-compliance will lead to disqualification.** 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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: 16/10/2026 AT 15H30

POST	: ASSISTANT DIRECTOR: DEMAND MANAGEMENT (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
REF. NO	: 38/2026/2027
DIRECTORATE	: SUPPLY CHAIN MANAGEMENT
SALARY	: R487 197 per annum (Level 09)
CENTRE	: Head Office

REQUIREMENTS: Matric/Grade 12 and an appropriate three (3) year National Diploma/ Bachelor's degree (NQF Level 6/7) in Supply Chain Management (SCM) Logistics Management / Financial Management. A minimum of 5 years work experience in Supply Chain Management. Three-year Supply Chain Management on supervisory level in demand management. Valid Driver's licence. **Knowledge:** Knowledge of legislation/ Acts governing SCM (PPPFA, PFMA, and Treasury Regulations). Knowledge of and experience in application of legislative framework governing SCM in the public service environment, procurement business and ability to manage demand system and controls. Knowledge of Batho Pele Principles and application thereof. Knowledge of public service regulations Act. **Skills And Competencies:** Advanced computer literate and leadership abilities, interpersonal skill, written and verbal communication and conflict resolution skill. Excellent verbal and written communications skills, sound analytical / innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES: Conduct total needs assessment within the Department. Manage implementation of Central Supplier Data Base. Conduct market, industry and commodity analysis and compile report for approval. Conduct trainings to all end users in relation to compilation of Demand and Procurement Plans for the Department. Compile memo to all End Users for submission of annual needs. Manage needs assessment performance in accordance with the framework. Compile Demand Management and Procurement Plan for the Department. Develop and maintain Demand Management and Procurement Plan for the Department. Implement Demand Management Plan and Procurement Plan for the Department. Implement Departmental Supply Chain Management policies, all legislative framework governing Supply Chain Management. Ensure the determination of specifications requirement are linked to the strategic Plan and budget of the Department. Serve in the Specification committee. Manage Key performance areas of team members. Be involved in the budget projection of the unit. Compile Bid files for all procurement plan projects. Compile progress report on procurement plan on monthly and quarterly basis. Perform any task delegated by the supervisor.

ENQUIRIES: Ms. KL Lebotse Tel No: (018) 200 8130, CSTMrecruitment38@nwpg.gov.za