



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
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VACANCY CIRCULAR NO. 3 OF 2019/2020 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: 11/10/2019 AT 15H30

“Together We Move North West Province Forward”



DIRECTORATE : **OPERATOR LICENSE AND PERMITS**
POST : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY X 2, FIVE (5) YEARS CONTRACT POST**

NB: THIS APPOINTMENT WILL BE AS PROVISIONS OF SECTION OF SECTION 13 AND SECTION 23 OF THE NATIONAL LAND TRANSPORT ACT NO 5 OF 2009

REF. NO : **33/2019/20**

SALARY : **Remuneration package of R733 257.00 (SL 11) per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, Medical aid fund and a flexible portion in terms of applicable rules. The successful candidate will be required to sign performance agreement and an employment contract.**

CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 Certificate or equivalent. A three (3) year National Diploma/ Degree in Transport Management/ Planning/ Economics, Public Administration , Legal and or related field coupled with a minimum of three (3) to five (5) years Junior Management experience within the Public Service, preferably in the Transport sector. Valid Driving License. **KNOWLEDGE:** Knowledge of Transport prescripts and legislation. **SKILLS:** People management skills. Report writing skills. Investigation skills. Interpersonal relations skills. Conflict Management and problem solving skills. Presentation and facilitation skills. Computer Literacy.

DUTIES: Manage and monitor Public Transport Operator's Licenses and Permits. Receiving and deciding on applications relating to operating licenses. 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 tasks as may be assigned by the Supervisor.

Enq: Mr N Dikobe, Tel No: (018) 388 5616/7

DIRECTORATE : **PUBLIC TRANSPORT SERVICES**

POST : **DEPUTY DIRECTOR – COMMUTER SUBSIDIES**

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

REF. NO : **34/2019/20**

SALARY : **Remuneration package of R733 257.00 (SL 11) per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, Medical aid fund and a flexible portion in terms of applicable rules. The successful candidate will be required to sign performance agreement and an employment contract.**

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years' experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act, 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. Quantitative Techniques (Econometric Modeling). **SKILLS:** Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

DUTIES: Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

Enq: Mr. P. Mohono, Tel Nr. (018) 200 8086

DIRECTORATE : MONITORING AND OVERSIGHT

POST : ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT

REF NO : 35/2019/20

SALARY : R 376 596 (SL9)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Grade 12 Certificate or equivalent plus Legal Qualification or related qualification. Three (3) to Five (5) years experience in the Monitoring and Oversight within the policing sector or Safety and Security Environment of which two (2) years must be at supervisory level. A valid driving license. **KNOWLEDGE:** Extensive knowledge in Public Finance Management. Safety and Security Policies. Transformation Policies. National Crime Prevention Strategy. South African Police Services Policies. Performance and Resources Management. **SKILLS:** Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Report Writing. Communications. Conflict Management. Policy Analysis. Ability to work under pressure and long hours.

DUTIES: To provide a Civilian Oversight over the South African Police Service (SAPS): by conducting research and analysing data on policing. Monitor and oversee transformation of the SAPS. Monitor SAPS infrastructure development plan. Maintain an effective complaints

management system and conduct investigation of complaints. Monitor determination of Policing priorities. 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. Participate in review of the Monitoring Tool Framework, Guidelines and development of policies. Compile reports.

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

DIRECTORATE : MONITORING AND OVERSIGHT

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

REF NO : 36/2019/20

SALARY : R 316 791 pa (SL8)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Administration/ Management plus Two (2) to Three (3) years experience in the Monitoring and Oversight within the policing sector. A valid 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:** Monitoring and Oversight. 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 : **SUPPLY CHAIN MANAGEMENT**

POST : **ADMINISTRATION OFFICER (TRANSPORT MANAGEMENT)**

REF.NO. : **37/2019/20**

SALARY : **R257 508 pa (SL 7)**

CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent, and three (3) years National Diploma/Degree in Transport Management/Public Administration or related, with one (1) to two (2) years working experience in Transport Management. Minimum category B driving license. **KNOWLEDGE:** Knowledge of Transport Policies. Knowledge of Public Service Regulation and other relevant prescripts. Knowledge in PFMA. **SKILLS:** Computer skills. Good written and verbal communication skills. Presentation skills. Good interpersonal relations. Ability to work as individual and as a team.

DUTIES: Ensure proper allocation of pool vehicles. Keep and update asset register for pool and scheme A & B vehicles on monthly basis. Keep and update driving license register. Receive and compile consolidated provincial log sheet for both pool and subsidy, and submit accurate monthly reports to relevant stake holders. Receive, check, register and submit all applications for scheme A & B for proper processing. Reconcile VMS report on monthly basis. Receive and timeously submit duly completed and accurate accident reports. Conduct monthly inspections on all Head Office vehicles. Recall and surrender pool vehicles for maintenance and repairs. Receive, check and submit accurate license disk applications. Compile report on penalties charged for late disks renewals, log sheet non submissions and nil returns. Maintain proper record keeping. Assist with administrative duties of the unit. Manage the key responsibilities of the managed.

Enq: Mr J Ngwenya, Tel 018 200 8392