



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
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Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 5 OF 2018/2019 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: 16/11/2018 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **ASSISTANT DIRECTOR-DEMAND MANAGEMENT**
REF NO : **30/2018/19**
SALARY : **R356 289 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Public Administration/Financial Management/Management or Supply Chain Management Logistics/Purchasing. Three (3) to five (5) years relevant working experience in Supply Chain Management Environment of which two (2) years must be at supervisory level. **KNOWLEDGE:** Extensive knowledge of Supply Chain Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Market analysis, Basic Accounting System, Public Service Act, Performance Management Development System. **SKILLS:** Computer skills. Good Communication Skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Demand Management, Ability to work under pressure and meet deadlines.

DUTIES: Conduct needs assessment. Manage needs assessment performance in accordance with the framework. Implement Demand Policies and SCM Prescript. Ensure determination of BID Specification and terms of reference with regard to procurement of goods and services. Ensure that future needs are linked to the strategic plan and budget. Administer demand management plans for all directorates. Conduct market and industry analysis. Manage and maintain the Departmental database of service providers. Ensure compliance of procurement of goods and services required. Manage subordinates in line with HR practices.

Enq: Mr. Siphon Maduma, Tel Nr. (018) 200 8058

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SUPPLY CHAIN MANAGEMENT CLERK**
REF NO : **31/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years experience in Supply Chain Management, preferably in Procurement Unit. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM. Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations. **SKILLS:** Computer literacy (Ms Word and Excel). Good interpersonal relationship skills and Team work.

DUTIES: Receive VA2/Requisition forms from end users and record them. Check compliance on VA2's/Requisitions. Generate orders on the Walker Financial Management System. Compile and maintain open order report on monthly basis. Compile and maintain invoice register on daily basis. Compile and maintain a register of Irregular Expenditure on monthly basis. Split and record vouchers in the register before submitting them to payments unit.

Enq: Ms. A Makhunga, Tel Nr. (018) 200 8087

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ACCOUNTING CLERK (REVENUE LOGISTICAL SUPPORT)**
REF NO : **32/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus One (1) to two (2) years' experience in Procurement and Supply Chain Management. **KNOWLEDGE:** Public Service Prescripts, Supply Chain Management, Procurement environment, Knowledge of Provincial Government Prescripts, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act. **SKILLS:** Computer Literacy, Good verbal and written communication skills, Planning and Organizing skills, Ability to work under pressure, Problem solving skills and decision making, Customer/Client orientated, Valid driver license.

DUTIES: Procure goods and services, follow up on invoices from Suppliers, Track the status of requisitions contract and orders, Collect deposit slips from eNaTIS revenue collection offices, Respond to Audit queries, Perform administrative functions and daily filling.

Enq: Mr. T. Shuping, Tel Nr. (018) 388 1114

DIRECTORATE : **TRANSPORT PLANNING AND POLICY DEVELOPMENT**
POST : **ASSISTANT DIRECTOR- TRANSPORT LOGISTICS**
REF NO : **33/2018/19**
SALARY : **R 356 289 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Transport Management. Three (3) to five (5) years relevant working experience in Freight Transport of which two (2) years must be at supervisory level. Valid Driving License. **KNOWLEDGE:** Knowledge of National Transport Legislation. Public Service Act. Rules and Regulations. Performance Management Development System (PMDS). Knowledge of Freight Transport in the North West Province. Public Finance Management Act. **SKILLS:** Computer literacy in Ms Office (Word & Excel). Good interpersonal relationship. Good communication skills (verbal and writing). Supervisory skills. Ability to work independently and under pressure.

DUTIES: Manage and ensure the implementation of Freight Transport Strategies. Manage the implementation of National Freight Logistics Strategy. Manage the updated and continuous maintenance of North West Freight Data Bank. Manage the identification and prioritisation of Freight Infrastructure development in the North West Province. Manage the compilation of monthly reports. Manage personnel and their key responsibility areas within the Division: Transport Logistics.

Enq: Mr. G.J. Methikge, Tel Nr. (018) 200 8205

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : CHIEF ARTISAN GRADE A
REF NO. : 34/2018/19
SALARY : R 365, 646 (OSD NOTCHES)
CENTRE : NGAKA MODIRI MOLEMA DISTRICT (MMABATHO WORKSHOP)

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Motor Mechanical Engineering. Trade Test Certificate in Motor Mechanic. Three (3) to five (5) years relevant working experience in Motor Mechanics Engineering of which two (2) years must be at Artisan Foreman position / supervisory level. Valid driver's license. **KNOWLEDGE:** Technical analysis knowledge. Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Occupational Health and Safety Act. Must be able to assess state own vehicles. Knowledge of Public Finance Management Act and Treasury Regulations. Public Service Act. Performance Management Development System. **SKILLS:** Computer skills. Good Communication Skills. Interpersonal relations and creativity and innovation. Presentation Skills and give guidance on the mechanical engineering. Ability to work under pressure and meet deadlines.

DUTIES: Conduct diagnosis of state own vehicles. Manage road testing for roadworthiness of state own vehicles. Complete TSD 139 for repairs. Recommend vehicles for maintenance and repairs. Attending to reported breakdown services of state own vehicles in the District. Manage subordinates in line with HRM practices.

Enq: Mr K.G. Seagiso: Tel No: (018) 388 9200

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : ARTISAN PRODUCTION GRADE A
REF. NO : 35/2018/19
SALARY : R179 523 pa (OSD NOTCHES)
CENTRE : RUSTERNBURG X 1, NMM X 2

REQUIREMENTS: Grade 10 Certificate or equivalent qualification plus a completed apprenticeship and passed Trade Test in Motor Mechanic. Two (2) years post qualification experience required as an Artisan in Fleet Management. Valid EC1 driving license and PDP. Grade 12 will be an added advantage. **KNOWLEDGE:** Technical analysis knowledge, PFMA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. **SKILLS:** Problem solving and analysis, Decision making and creativity, Self-Management and Analytic skills. Ability to communicate and have Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.

DUTIES: Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.

Enq: Mr J. Leeuw : Tel No: 014 5235727

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ADMINISTRATION CLERK-LOGSHEET DIVISION**
REF NO : **36/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years working experience in Fleet environment. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). Performance Management Development System (PMDS). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship skills and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

DUTIES: Attend and record all submitted log-sheets from various user Departments. Capture submitted log-sheets. Check Vehicle Management System (VMS) reports such as Transaction, Trial and Final report. Attend to queries arising from kilometres. Perform administration duties and filing of captured log-sheets for each vehicle per its file.

Enq: Ms. M.E Mogogane, Tel No. (018) 200 8230

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ADMINISTRATION CLERK-LOGSHEET DIVISION**
REF NO : **37/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **NGAKA MODIRI MOLEM DISTRICT – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years working experience in log-sheet administration. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

DUTIES: Attend completed log-sheet by drivers to ensure that kilometers travelled versus trips tally with fuel used on vehicles. *Submit vehicle log-sheets to Head Office on monthly basis. Administer district pool and carry out transport administrative duties within the District. Update and manage the District Vehicle Asset Register. Perform all administrative duties and filing of captured log-sheets for each vehicle per its file.

Enq: Mr K.G. Seagiso: Tel No: (018) 388 9200

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**
POST : **DEPUTY DIRECTOR – ICT**
REF.NO : **38/2018/19**
SALARY : Remuneration package of R697 011 per annum. The

Inclusive remuneration package consists of a basic salary, the State's 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 an employee contract.

CENTRE : HEAD OFFICE

REQUIREMENTS: *Grade 12 plus Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification *Five (5) years' experience of which 3 years must be working experience at Junior Management (Assistant Director) level. A valid driving license is a prerequisite. Willingness to travel is essential. ***Knowledge:** Knowledge of Public Service prescripts and legislations relating to Corporate Governance of ICT. ***Knowledge of Corporate governance of ICT policy framework.****Skills:***Must have analytical skills. *Good, organising, interpersonal, presentation and communication skills. *Ability to work in a team as well as independently. *Adhering to business ethics and deal with confidential matters. *Ability to meet strict deadlines.

DUTIES: *Implement Corporate Governance of ICT. *Manage ICT services in line with service standards. *Coordinate the review and development of ICT policies. * Manage significant IT services risks. *Recommend and assist with the acquisition, management and use of computing resources. *Manage the ICT desktop hardware and equipment inventory audits. *Create awareness of policies and standards associated with governance and risks.*Manage the provision of technical support. *Ensure effective management of Human Resource in the Sub-Directorate.

Enq: MR S. Matlhako, Tel Nr (018) 388 3697

