



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 8 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: 17/04/2019 AT 15H30

“Together We Move North West Province Forward”



DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**

POST : **DEPUTY DIRECTOR (LOGISTICS MANAGEMENT)**

REF. NO : **63/2018/19**

SALARY : **Remuneration package of R697 011 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 plus three (3) year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. **KNOWLEDGE:** Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. **SKILLS:** Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline.

DUTIES: Oversee the overall management of the Logistics Management Unit. Approve orders as per departmental financial delegations. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/store items. Establish and maintain effective, efficient and transparent procurement system within the department. Preparation of monthly reports. Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for purposes of monitoring open orders. Verify SCM compliance on VA2's/ Requisitions. Ensure proper Implementation of effective and efficient Supply Chain Management procedures and Policies. Prepare responses to internal and external auditors. Staff development and supervision.

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

DIRECTORATE : **FINANCIAL MANAGEMENT**

POST : **ASSISTANT DIRECTOR: BUDGETARY CONTROL**

REF. NO : **64/2018/19**

SALARY : **R356 289 pa (SL 9)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIRMENTS: Grade 12 Certificate or equivalent plus three(3) years National Diploma/ Degree qualification in accounting field coupled with working experience of three(3) to five (5) years minimum experience in the field of Management Accounting of which two(2) years

must be at supervisory level. Certificate in BAS should be attached. **KNOWLEDGE:** Knowledge of PFMA, Treasury Regulations and other related legal financial prescripts. Record keeping procedures. Profound knowledge in Government Budgeting. Computer literacy, knowledge of government financial systems (BAS & WALKER). **SKILLS:** Ability to operate computer, Problem solving, Communications skills (verbal & written), Conflict Management, Coaching and mentoring, Leadership, Report writing, Organising and planning, Analytical thinking. Valid Drivers' license. Ability to work under pressure.

DUTIES: Compile and review monthly and quarterly budget expenditure reports (In Year Monitoring Reports). Consolidation of Medium Term Expenditure Framework budget inputs, Adjustment budgets, annual departmental cash flow for submission to Provincial Treasury. Assist in compilation of Annual Financial Statement. Manage performance of personnel within the Unit.

Enq: Ms Leagiso Motshumi, Tel Nr (018) 200 8142

DIRECTORATE : **PUBLIC TRANSPORT SERVICES**
POST : **ASSISTANT DIRECTOR: COMMUTER SUBSIDIES**
REF. NO : **65/2018/19**
SALARY : **R356 289 pa (SL 9)**
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 working experience in Public Transport environment of which two (2) years must 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: Planning, organizing, 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. Computer literacy, problem solving abilities.

DUTIES: Administer and manage commuter subsidies and contracts including monitoring. Liaise with commuter subsidies 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 Render oversight functions to the monitoring firms. Verify spreadsheets for commuter services, Manage performance of personnel within the Unit.

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

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR (TRAINING)**
REF. NO : **66/2018/19**
SALARY : **R356 289 pa (SL 09)**

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma /Degree in Human Resource Development/Management of Training/Human Resource Management Environment. Three (3) to five (5) years working experience in HRD/Training of which two (2) years must be at supervisory level. PERSAL (Personnel Administration) Certificate is required. **KNOWLEDGE: Sound knowledge of skills development and Public Service Legislations and Frameworks. SKILLS:** Computer skills (Ms Word, Excel, Power Point) Proven skills in respect of data analysis and report writing. Good communication skills (verbal and written), Presentation skills, Training coordination, Budgeting and financial management skills, Ability to interpret directives and to work under pressure. Ability to work in a team and independently and maintain confidentiality. Valid drivers license and willingness to travel.

DUTIES: Manage the implementation of Workplace Skills Plan (WSP) and Departmental Training Plans. Coordinate Departmental training programmes (Learnership and internship). Conduct workshops, departmental induction and orientation programmes. Implement and facilitate Compulsory Induction Programme to new entrants into Public Service. Manage Departmental full time and part time bursaries. Manage the coordination of ABET and FET Programmes. Manage training database and capture information on PERSAL. Compile monthly/quarterly and annual training reports. Handle internal and external enquiries related to skills development. Manage key responsibility area of staff.

Enq: Ms T. Leteane , Tel Nr (018) 200 8080

DIRECTORATE : ROAD TRAFFIC MANAGEMENT

POST : PRINCIPAL PROVINCIAL INSPECTOR

REF.NO : 67/2018/19

SALARY : R299 709 pa (SL 8)

CENTRE : MOGWASE X 2, KOSTER, AND CHRISTIANA TRAFFIC STATIONS

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered traffic college. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment. Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling and people management. Verbal and written communication skills. Decision making; problem solving; report writing and labour relations. Driving skills; investigation skills and motivational skills. Innovation/creativity skills. *Operational / project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the

performance of all administrative activities and related duties. Train and develop traffic law enforcement officials.

Enq: Mr. PJ STONE, Tel. 018 381 9110/9104

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SENIOR SCM PRACTITIONER (LOGISTICS MANAGEMENT)**
REF NO : **68/2018/19**
SALARY : **R 299 709 pa (SL8)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 Certificate plus three (3) years National Diploma/Degree in Public Administration/ Supply Chain Management/Logistics Management or Financial Management. 2 to 3 years experiences in Supply Chain Management preferably in Logistics Management Unit. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Prescripts Governing SCM(PPPFA, PFMA & Treasury Regulation). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations. **SKILLS:** Computer Literacy and Leadership ability, Conflict resolution, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and under pressure.

DUTIES: Verify compliance on VA2's/Requisitions. Implement effective supply chain management procedures and policies. Authorize orders on the Walker Financial Management System. Administer open orders, compile and maintain a register of irregular expenditure on monthly basis. Prepare vouchers for payment, compile monthly invoice tracking report, consolidate all monthly report, and attend to audit queries. Manage key responsibility area of staff.

Enq: Ms. A Makhunga Tel: 018 200 8087

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **SENIOR PROVINCIAL INSPECTOR**
REF.NO : **69/2018/19**
SALARY : **R242 475pa (SL 7)**
CENTRE : **MOGWASE, MONTSHIOA, WOLMARANSTAD TRAFFIC STATIONS**

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislation, vehicle

inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling; people management. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

Enq: Mr PJ STONE Tel. 018 381 9110/9104

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING

POST : ACCOUNTING CLERK SUPERVISOR

REF. NO : 70/2018/19

SALARY : R242 475 pa (SL 07)

CENTRE : GANYESA REGISTERING AUTHORITY

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. ENaTIS Certificate (Motor Vehicle Registration and Licensing). **KNOWLEDGE:** Knowledge of NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

DUTIES: Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance to customers and other eNaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected/ drop box slip against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds collected are safely kept during the day. Check transactions documents performed by cashiers against R324 report. Account for all allocated Face Values. Ensure compliance to NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction (RT1194KA). Ensure that necessary equipment and materials are available at all times. Manage the performance and development of staff in the unit. Compile monthly reports.

Enq: Ms I. Senokwane, Tel Nr. (018) 388 1231

CHIEF DIRECTORATE : CORPORATE SERVICES
POST : PERSONAL ASSISTANT
REF. NO : 71/2018/19
SALARY : R242 475 pa (SL 7)
CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate plus a recognized Tertiary qualification in office Administration/Office Management/ Management Assistant/ Secretarial coupled with 2-3 years relevant experience in Office administration/ secretarial duties or Grade 12 coupled with 3-5 years relevant experience in Office administration/ secretarial duties.

KNOWLEDGE: Relevant legislation, policies and prescribes procedures. Knowledge of Basic financial administration. Proper filing and records keeping. **SKILLS:** Good telephone etiquette. Good communication skills and interpersonal relations. Computer skills. Good verbal and written communications

DUTIES: Provide and maintain access and security of information and documents. Render administrative & secretarial support to the manager as and when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of manager. Manage incoming and outgoing documents. Perform administrative duties pertaining to office affairs. Provide a professional reception service to internal and external guests and clients.

Enq: Ms Khumo Lesevane, Tel Nr (018) 200 8023

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK
REF NO : 72/2018/19
SALARY : R163 563 pa (SL5)
CENTRE : DITSOBOTLA TRAFFIC STATION

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

Enq: Ms. BD Matheo, Tel Nr. 018 392 3750

DIRECTORATE : **LAW ENFORCEMENT**
POST : **ACCOUNTING CLERK (DLTC & VTS)**
REF. NO : **73/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **MOGWASE DLTC & VTS**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) year's experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills.

DUTIES: Render clerical support services. Render collection of funds services. Assist customers/clients with bookings and keep records. Reconciliation of revenue collected. Registration of Driver Licenses. Perform general Administrative duties.

Enq: Mogotsi S , Tel Nr (014) 555 6806

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**
POST : **AIRPORT FIREMAN**
REF. NO : **74/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **PILANESBURG AIRPORT**

REQUIREMENTS: Grade 12 Certificate or equivalent plus zero (0) to two (2) years experience in fire fighting. Fire fighter I & II, and Hazzmat operation. **KNOWLEDGE:** Experience in the fire fighting environment will be an added advantage. Knowledge of principles, practices, procedures, and equipment used in fighting and prevention of aircraft and airport fire rescue activities. **SKILLS:** Ability to maintain and compile records and reports. Code C1 (Code 10) Driving License.

DUTIES: Respond to emergency and non-emergency incidents. Provide appropriate services as required including emergency rescue and fire suppression. Perform search and rescue for trapped or injured persons. Perform emergency medical and first aid services as needed. Prepare reports regarding emergency incidents as assigned. Drive fire vehicles and/or operate fire apparatus on emergency calls or at incident scene. Prepare emergency medical incident report regarding patient and incident information.

Enq: Mr. O. Baikgaki, Tel. Nr (018) 200 8074

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**
POST : **REGISTRY CLERK (EMPLOYEE RECORDS)**
REF. NO : **75/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent coupled with one (1) to two (2) years experience in Employee Records Management. **KNOWLEDGE:** Knowledge of Registry duties. Practices as well as the ability to capture data and operate computer. Knowledge and understanding of the Legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Registry. Public Service Prescripts, **SKILLS:** Computer literacy, Good interpersonal relationship skills, Planning and organizing skills. Report writing skills. Able to work independently and as part of the team.

DUTIES: Provide Registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and Record management service. Process document for archiving and disposal.

Enq: Ms Ramokala, Tel Nr (018) 2008274

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ACCOUNTING CLERK**
REF. NO : **76/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **TAUNG REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 certificate or equivalent coupled with one (01) to two (02) years experience in Revenue Environment. **KNOWLEDGE:** Public service Prescripts, National Road Traffic Act 93 of 1996, Public Financial Management Act, Treasury Regulations, and other Service related Legislation. **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.

DUTIES: Registration and licensing of motor vehicle. Receive cash from the customers. Perform daily reconciliation balancing and submit to the Supervisor. Account for allocated face value documents on a daily basis. Perform routine duties as directed by the supervisor. Filing, receiving application document. Prepare application documents of sensitive transactions from clients to Help Desk approval. Account for the cash float received. Ensure compliance of NRTA 93 of 1996.

Enq: Ms I. Senokwane, Tel Nr. (018) 388 1231

CHIEF DIRECTORATE : FINANCIAL MANAGEMENT

POST : DRIVER/MESSENGER

REF.NO : 77/2018/19

SALARY : R136 800 pa (SL4)

CENTRE : HEAD OFFICE

REQUIREMENTS: ABET (Grade 10), Valid Driving License, PDP plus 5 to 10 years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq:Ms K Segwai Tel Nr (018) 200 8026

DIRECTORATE : OPERATOR LICENSE AND PERMITS

POST : DRIVER/MESSENGER

REF.NO : 78/2018/19

SALARY : R136 800 pa (SL4)

CENTRE : HEAD OFFICE

REQUIREMENTS: ABET (Grade 10), Valid Driving License, PDP plus 5 to 10 years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Ms T Dimpe Tel Nr (018) 388 5316

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**

POST : **COMMERCIAL CLEANER X 4**

REF NO : **79/2018/19**

SALARY : **R96 549 pa (SL 2)**

CENTRE : **HEAD OFFICE (MAHIKENG) X2, DR RSM (GANYESA REGISTERING AUTHORITY), AND LICENSING ADMINISTRATION SUPPORT (NMM).**

REQUIREMENTS: Abet Education, with one (01) to two (2) years cleaning experience.
KNOWLEDGE: Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

DUTIES: Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guests.

Enq: Ms. J Mpunzi Tel: 018 200 8309

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **TRADESMAN AID**

REF. NO : **80/2018/19**

SALARY : **R96 549 pa (SL 02)**

CENTRE : **DR RS MOMPATI (FLEET MANAGEMENT MAINTENANCE)**

REQUIREMENTS: Abet Education, with one (01) to two (02) years experience working in a motor mechanic environment. Ability to work under pressure and long hours.

KNOWLEDGE: Basic mechanical knowledge and processes. **SKILLS:** Good organizing and time management skills. Good communication skills, people oriented and customer focused. Public service Act, Public service code of conduct, OHS Act, Labour Relation Act.

DUTIES: Assist mechanics and Breakdown Driver in their daily routines. Ensure strict adherence to safety standards and safety of others. Assist with auction preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.

Enq: Mr M.E Matsime, Tel Nr (053) 927 3762

