



HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli
Drive, Mafikeng
P/Bag x 19 Mmabatho 2735
Tel: +27 (18) 200 8079
FAX: 086 500 1607
E-MAIL: gnoge@nwpg.gov.za

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 03 OF 2016/2017 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.

NOTES: (a) 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.**

(b) 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).

(c) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**

(d) Candidates must indicate the number of the post/reference number in their applications.

(e) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.

(f) 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.

(g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

(h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

(i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

(j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

(k) 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: 05/08/2016 AT 16H00



"Together we move Bokone Bophirima Province forward"



CHIEF/DIRECTORATES : HUMAN RESOURCE MANAGEMENT, RISK MANAGEMENT, STRATEGIC SUPPORT SERVICES, CORPORATE SERVICES, MACRO PROVINCIAL TRANSPORT SYSTEMS, PUBLIC TRANSPORT SUBSIDIES & CONTRACTS, TRANSPORT INDUSTRY OPERATIONS, ROAD TRAFFIC AND SAFETY MANAGEMENT.

POST : PERSONAL ASSISTANT (X 8)

REF. NO : 17/2016/17

SALARY : R211 194pa (SL 07)

CENTRE : MAHIKENG – HEAD OFFICE

REQUIREMENTS:* Grade 12 Certificate plus a recognised tertiary qualification in Office Administration/Office Management and Technology/Management Assistant/Secretarial coupled with 2-3 years relevant experience in office administration/ secretarial duties or Grade 12 certificate coupled with 3-5 years relevant experience in office administration/ secretarial duties.

KNOWLEDGE: *Knowledge of how to obtain and disseminate information *Knowledge of procedures for receiving, responding to and managing requests/enquiries.*Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology. **SKILLS:** *Good communication skills and interpersonal relations. *Computer skills. *Good verbal and written communication.

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 the manager.* Manage incoming and outgoing information of the office.*Perform administrative duties pertaining to office affairs.*Provide a professional reception service to internal and external guests and clients.

Enq: Ms K. Mophulane, Tel. Nr (018) 200 8052

POST : HUMAN RESOURCE CLERK (RECRUITMENT)

REF.NO : 18/2016/17

SALARY : R142 461 pa (SL 05)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 or equivalent plus one (1) to two (2) years experience in recruitment and selection processes* Computer literate* Knowledge of the Public Service Prescripts (Public Service Act, Public Service Regulation, Employment Equity Act, Labour Relations, Performance Management Development System * Computer literate* Good interpersonal relationship* Good verbal and writing skills* High levels of confidentiality.

DUTIES: Receiving, recording and profiling of CV`s.*Timeous invitation of all stakeholders for shortlisting and interviews* Preparing documents for shortlisting and interviews and, ensuring logistical arrangements are prepared accordingly. Prepare appointment letters and contracts of employment * Administer appointments, transfers, relocation and secondments* Compile monthly statistics* Prepare

and process documents for personnel suitability check * Accurate record keeping* Perform general HR administration duties as required.

Enq: MS. G. E Noge Tel. Nr (018) 200 8079

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : CLEANER (X 3)
REF. NO : 19/2016/17
SALARY : R84 096pa (SL 02)
CENTRE : NGAKA MODIRI MOLEMA WHITE FLEET MAINTENANCE, DR KENNETH KAUNDA DISTRICT GOVERNMENT FLEET, MOGWASE REGISTERING AUTHORITY.

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 surface 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 toilets paper is in place, and towels are washed. * Preparing tea for the manager's guests.

Enq: Ms J Mpunzi, Tel. Nr (018) 200 8309

CHIEF DIRECTORATE : CIVILIAN SECRETARIAT FOR POLICE SERVICE
POST : ASSISTANT DIRECTOR: OFFICE MANAGER
REF. NO : 20/2016/17
SALARY : R311 784.00 pa (SL 09)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: * Grade 12 Certificate. *Appropriate recognised three year Diploma/Degree in Office Administration/Office Management and Technology/Management Assistant/secretarial.*At least five (5) to ten (10) years' experience in secretarial/administrative/ coordination environment* Valid Driver's License* A valid driver's license will be an added advantage.

KNOWLEDGE: Budget process/compiling a small budget.*overall control of budget within component.*understanding of policies and relevant acts.*usage of office equipment.*plan and organise activities and resources of the component.*coordination of his own work and that of others.*compilation of management reports. **SKILLS:** Proven strategic management and leadership skills* Oral and written communication skills* High level of computer literacy in MS Office (Excel, Access, Word Power point, MS Project)* Excellent interpersonal skills* Project Management skills* Risk Management skills* Ability to work well under pressure* Ability to adhere to responses and deadlines

timeously* Ability to work irregular hours* A valid driver`s license will be an added advantage* Relation and customer service orientation* Proper usage of office equipment.

DUTIES: *Provide and maintain access and security of information and documents. *Render programme Coordination support to the manager. *Compile reports for the Chief Directorate.*Coordinates assigned activities with other divisions, departments, outside agencies and the general public. *Identify management, staff clerical support requirements. *Make recommendations regarding budget requirements.*Analyse, recommend or implement operating systems and procedures. *Perform administrative duties relating to the Chief Directorate such as assisting in preparing reports and minutes of meetings and compiling annual budget requests.*Provide information and advice concerning specialised or technical services rendered and related office functions on request. *Develop and Implement/maintain operating policies and procedures.

Enq: Ms N. Num, Tel. Nr (018) 200 8030

CHIEF DIRECTORATE : CIVILIAN SECRETARIAT FOR POLICE SERVICE

POST : DRIVER /MESSENGER

REF. NO : 21/2016/17

SALARY : R 119 154pa (SL 04)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: * ABET (Grade 10), 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 Skill.

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 B Maragele, Tel. Nr (018) 200 8030

DIRETORATE : MONITORING AND OVERSIGHT

POST : ASSISTANT DIRECTOR: COMPLIANCE

REF : 22/2016/17

SALARY : R311 784 pa (SL 0 9)

CENTRE : HEAD OFFICE, MAHIKENG

REQUIREMENTS *Grade 12 Certificate A relevant (NQF Level 7) qualification in Safety or any related qualification within the Safety Sector recognised by SAQA coupled with least 3 years experience in the monitoring and evaluation of policing or Safety and Security Environment. *A valid drivers license. * Computer Literacy.

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: *Monitoring and Evaluation. *Research. *Investigations. *Project Management. *Report Writing, *Communications. *Conflict Management. *Policy Analysis and Computer Literacy.

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. N. Num, Tel. Nr (018) 200 8031

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ADMINISTRATION CLERK (LOG-SHEET ADMINISTRATION X 4)**
REF. NO : **23/2016/17**
SALARY : **R 142 461pa (SL 05)**
CENTRE : **DR RS MOMPATI X 2, BOJANALA DISTRICT X 1, NGAKA MODIRI MOLEMA DISTRICT X 1**

REQUIREMENTS:*Grade 12 or equivalent coupled with 1–2 years experience in log-sheet administration and a driving license Code EB.

KNOWLEDGE: *Knowledge of transport policies, inter alia transport circular No 4 of 2000. *Sound knowledge of Customer care. **SKILLS:***Computer literacy. *Good interpersonal relationship. * Good verbal and writing communication skills and must be a team player.

DUTIES: *The incumbent will be responsible for managing the completion of log-sheet by drivers to insure that the kilometers travelled versus trips tally with fuel used on vehicles.*The incumbent will be responsible for the submission of vehicles log-sheet to Head Office on monthly basis and will also be responsible for pool administration and carry out transport administrative duties within the district. *The incumbent will be required to update and manage the vehicles asset register of the district.

Enq: Ms. N. Mokgosi, Tel. Nr (018) 200 8231

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**
POST : **ASSISTANT DIRECTOR (INFRASTRUCTURE SUPPORT)**
REF : **24/2016/17**
SALARY : **R311 784 pa (SL 09)**
CENTRE : **HEAD OFFICE- MAHIKENG**

REQUIREMENTS: Grade 12 or equivalent *A three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification, A+ / N+, and CCNA qualification (Advantage) and ITIL coupled with three(3) to Five(5) supervisory experience in Information Technology Environment. *A valid driving license. * Computer Literacy

KNOWLEDGE: *Understanding of policy formulation. *Knowledge of IT audit. *Governance and Management of ICT. *Good sense of financial management and planning. *Conversant with ICT technical language. *Understanding of the system at which government operates. **SKILLS:** *Technical support skills. * Resource management (Time, Cost, Human and Technology) skills. *Leadership skills. *Good communication (written and verbal) skills. *IT Project management skills, Research and Policy development/implementation skills. *Negotiation skills. * Excellent interpersonal skills.

DUTIES: *Supervise a technical team. *Assist the directorate on matters relating to networks and hardware, which include technical specification and support. *Ensure that the environment is compliant to legislation and good governance. *Assist the directorate on matters relating to IT audit. *Assist with Management of ICT assets. *Provide assistance on IT administration tasks. *Ensure good quality of services rendered to internal Clients/Users and external stakeholders.

Enq: MS G. Mogale, Tel. Nr (018) 388 2152

DIRECTORATE : STRATEGIC SUPPORT SERVICES

POST : CHIEF NETWORK TECHNICIAN- INFRASTRUCTURE SUPPORT

REF : 25/2016/17

SALARY : R 262 272 pa (SL 08)

CENTER : HEAD OFFICE - MAHIKENG

REQUIREMENTS: *Grade 12 certificate or equivalent. *A three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification, A+ / N+. * Three years (3) experience in Information Technology Environment. *A valid driving license. **KNOWLEDGE:** *Policy interpretation. *Governance and Management of ICT. *Conversant with ICT technical terminology. *Understanding of the system at which government operates. *Service delivery driven. **SKILLS:** *Technical support skills. * Resource management (Time, Cost, Human and Technology) skills. *Team player. *Good communication (written and verbal) skills. *Policy implementation skills. *Negotiation skills. *Excellent interpersonal skills. *Good customer relation. *Ability to work abnormal

hours.*Ability to adhere to responses and deadlines. *Ability to work under pressure. *Ability to work independently. *An interest in ICT and telecommunications development.

DUTIES: *Support of LAN infrastructure hardware, workstations, software's and peripherals (including internet/ intranet) including backup of information and Anti-virus support and perform troubleshooting and diagnoses.*Conduct research and advice on specifications for new hardware and software and recommend best practices that will improve service delivery. *Perform PC installations, software's Installations and maintenance.*security maintenance (devices and software's), remote access services and installations of patches on manual basis.*Develop and follow test plans for compatibility testing for hardware and software analysis and evaluation and assessment of computer equipment, and if necessary formatting of such equipment with information.* Support and ensure availability of email services, internet services, application services on workstations, and availability of connection to transversal mainframe systems. *Implement operational guidelines for ICT standard, norms, best practices and procedures in line with national policy. *Perform fault resolution, incident resolution and analyse them for the purpose of prioritization and trends. *Proficient at analysing and documenting customer request requirements and problem systems to make recommendations and implement moves, add-ons, changes, and maintenance of desktop equipment. *Identify and correct or advice on operational issues in client computer systems. *Backup of the helpdesk officials.

Enq: Mr O.Gabonnwe, Tel. Nr (018) 388 5685

SUB DIRECTORATE : TRANSPORT TERMINALS (AIRPORT)
POST : ASSISTANT DIRECTOR-AIRPORT SAFETY MANAGER X2
REF. NO : 26/2016/2017
SALARY : R311 784 pa (SL 09)
CENTRE : MAHIKENG AND PILANESBURG AIRPORT

REQUIREMENTS: *Grade 12 Certificate or equivalent. *Appropriate recognised three year Diploma/Degree in Airport Safety or any 3 year relevant qualification coupled with Five (5) years' experience at a supervisory level within the airport safety environment.*Computer Literacy. *Drivers License. **KNOWLEDE:** interact and share information with clients/colleagues with regard to compliance with safety directions.* Occupational Safety Act of 1999.*Effective management of the component.* compiling of budget and management reports. **SKILLS:** Good communication skills and Co-ordinating.*Planning and organizing. *Ability to work under pressure and long hours. *Ability to perform inspections to enable compliance with the relevant safety standards. *Inspection and testing of equipments.

DUTIES: *Planning, Organising, Administration and implementation of the airport safety program. *Development of Safety Management System Manual of the Airport and the execution thereof. *Monitoring of Safety issues, provision of safety education, investigation of incidents and accidents. *Act as a resident expert on safety matters, helps to develop loss control standards and makes recommendations to improve safety at the airport at all times. *Conduct inspections of personnel and facilities to assess the safety issues. *Coordination of safety plan with other agencies having roles in the safety of the airport. *Communicates safety issues to all personnel within the flight department. *Make recommendations to correct / prevent identified safety and loss control standards.*Review all hazards, receive all safety forms feedback or reports and evaluate with management.*Make recommendations to correct/prevent identified safety issues.*Implementations of corrective or preventative action as needed or required.*Investigate and monitor trends in reporting system and accident and incident reports. *Provide regular reports to management on program status and compliance.*Monitor/review data from the reported issues for high risk areas. *Review reoccurring risk. Adjust operational risk profile

accordingly. *Conduct or distribute the internal evaluation audit (IEP). Review IEP audit for any corrective action or possible trends developing.

Enq: Mr.O Baikgaki, Tel. Nr (018) 385 1059

SUB DIRECTORATE : TRANSPORT TERMINALS (AIRPORT)
POST : ASSISTANR DIRECTOR –AIRPORT SECURITY (X 2)
REF. NO : 27/2016/17
SALARY : R311 784 pa (SL 09)
CENTRE : MAHIKENG AND PILANESBURG AIRPORT

REQUIREMENTS: * Grade 12 Certificate or equivalent. *Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) or any 3 year relevant qualification coupled with Five (5) years' experience at a supervisory level within the AVSEC Industry. *Computer Literacy. *Drivers License. No Criminal record (proof to be attached).

KNOWLEDGE: Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. **SKILLS:** *Must have a clear understanding of Customer Relations in the Aviation Sector. *Manage threats against civil aviation facilities. *Must have willingness to work long and irregular hours. *Good communication skills and Co-ordinating skills.*Planning and organizing skills.

DUTIES: Establishment of security programs.*Make standards operating procedures and strike Action plan. *Advice and give direction on security related matters. *Customer care and manage contracted security. *Manage all threats against the Civil Aviation related Activities. *Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. *Conduct Landside and Airside induction training. *Manage all access control points. *Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). *Serve as a chairperson of Local Aviation Security Committee (LASC).

Enq: Mr. O.A. Baikgaki, Tel. Nr (018) 385 1059

NB: THIS APPOINTMENT WILL BE SUBJECTED TO SECURITYVETTING

DIRECTORATE : OPERATOR LICENSE AND PERMITS
POST : DEPUTY DIRECTOR: ADMINISTRATION
REF.NO : 28/2016/17
CENTRE : HEAD OFFICE - MAHIKENG
SALARY : R612 822 pa (SL 11) (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

REQUIREMENTS: *Grade 12 Certificate or equivalent.*An appropriate Bachelors Diploma or Degree in Law or Transport Management, coupled with at least a minimum of three (3) to five (5)

years relevant experience in Transport management environment of which two(2) years must be at management level. A relevant post Graduate Degree with research experience will be an added advantage* Code EB driving license.

KNOWLEDGE: Public Transport Policies and Public Service Prescripts.*A thorough knowledge of National Land Transport Act No 5 of 2009 and its Regulations and Guidelines on Special Operating Procedures governing the Public Transport Industry. **SKILLS:***Communication skills, Computer Literacy.*Ability to interface between the Department and districts in relation to the Departmental Strategic Plan and Annual Performance Plan. *Ability to interpret legislation and implement it accordingly. *Strong Liaison and negotiation skills. *Monitoring and evaluation skills. *Assertive and confident approach to the Industry challenges.

DUTIES: Managing operating license administration process.*Coordinate and consolidate monthly and quarterly reports.*Serving as interface between Head Office and districts in relation to the Departmental Strategic Plan and Annual Performance Plan.*Serving as interface between Department and Transport Appeal Tribunal.*Supervise output of District Managers.*Implement remedial actions as suggested by Monitoring &Evaluation Unit and office of the Auditor General. *Coordinating and facilitating Provincial Regulatory Entity activities.*Ensure that the Portfolio of Evidence is arranged for Monitoring and Evaluation Unit.

Enq: Mr M.Morule, Tel Nr (018) 388 5316

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **HEAVY DUTY DRIVER/MESSENGER (X 05 POSTS)**
REF. NO : **29/2016/17**
SALARY : **R 119 154 pa (SL 04)**
CENTRE : **BOJANALA FLEET MANAGEMENT MAINTENANCE X 4, NGAKA
MODIRI MOLEMA POOL VEHICLE MAINTENANCE X 1**

REQUIREMENTS: QUALIFICATION AND EXPERIENCE * ABET (Grade 10) plus 5 – 10 years experience in a Heavy duty /Messenger field. *Valid unendorsed heavy duty drivers license (EC1 or EC) with PDP.

KNOWLEDGE: *Knowledge of transport policies, inter alia transport circular No 4 of 2000 and working procedures in respect of working environment. **SKILLS:** *Excellent Communication Skills. *People orientated. Ability to work under pressure and long hours. *Knowledge of customer care.

DUTIES:*Transporting state vehicles to and from various merchants. *Ensuring cleanliness of state vehicles at all times.*Perform pre and post trip inspection. *Report on vehicles defects and maintenance requirements to officers in charge. *Complete log-sheets for every trip undertaken. *Ensuring that correct procedures are carried out in the event of accident encounter. *Adhere to customer care. *Render driving services including to be chauffer to Provincial client Departments. *Plan, arrange and ensuring routine vehicle maintenance and service at scheduled intervals (roadworthiness). *Perform any other driving services as delegated from time to time. *Assist with auction preparations of redundant state vehicles.

Enq: Mr. S P Naledi, Tel. Nr (018) 388 9220

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SUPPLY CHAIN MANAGEMENT SUPERVISOR –
LOGISTICS MANAGEMENT**
REF : **30/2016/17**

SALARY : **R 262 272 pa (SL 08)**

CENTRE : **HEAD OFFICE- MMABATHO**

REQUIREMENTS: *Grade 12 Certificate or equivalent. *Appropriate recognised three year Diploma/Degree in Supply Chain Management/ Finance/ Accounting or any relevant qualification within the Supply Chain Management environment coupled with two (02) to three (03) years relevant experience in Logistical Management environment OR Grade 12 certificate coupled with 10 -15 years relevant experience in Supply Chain Management. (Logistics Management)*Short Course in Supply Chain Management. Computer literate*Drivers Licence will be an added advantage. * Walker / BAS Certificate to be attached.

KNOWLEDGE: Knowledge of Supply Chain Management Prescripts.*Broad Based Black Economic Empowerment Act 53 of 2003.* Preferential Procurement Policy Framework Act 5 of 2000, (BBBEE, PPPFA)*Public Financial Management Act (PFMA), Public Service Act, Performance Management Development System (PMDS).

DUTIES: Render the supervision services within the Procurement Unit.* Assist with the supervision and maintaining of 0-9 file (Pink copies). * Authorisation of orders in Walker/Bas system.* Ensure compliance of VA2's before orders generation.* Verify the relevancy of signatures in line with the specimen forms.* Management of open orders.* Management of invoice to ensure effective payment to suppliers within 30 days.* Manage the performance and development of staff in the unit.* Ensure Compliance of PFMA and Supply Chain Management Prescripts in the Department.

Enq: Ms. M. Mokgosi Tel. Nr (018) 200 8088

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

POST : **SUPPLY CHAIN ADMINISTRATION CLERK**

REF.NO : **31/2016/17**

SALARY : **R 142 461 pa (SL 05)**

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS:*Grade 12 or equivalent coupled with 1 – 2 years experience in Supply Chain Management environment.

KNOWLEDGE:*Applicable legislative and regulatory framework. *Government accounting standards and systems. *Supply Chain Management policies and procedures. *Administrative and clerical procedures and systems. **SKILLS:** *Applicable information management system. *Computer literate. *Good interpersonal relationship; Good verbal and writing skills. *High level of confidentiality.

DUTIES: * Develop and maintain the lease register. *Verify requisitions and payment against the Asset Register. *Receiving code and distribute new assets. *Update Asset Register. *Conduct stock-take, identify and establish database for redundant materials. *Perform general Supply Chain administrative tasks.

Enq: Ms B. Segoe, Tel. Nr (018) 200 8391

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **SENIOR ADMINISTRATIVE OFFICER**
REF. NO : **32/2016/17**
SALARY : **R262 272 pa (SL 08)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent.*An appropriate recognised three year Degree / National Diploma in Commerce/ Finance/ Accounting coupled with Two (2) to Five (5) years relevant working experience in Revenue Environment.* Valid driving license.*E-Natis Training (Certificate).

KNOWLEDGE:* PFMA, Treasury Regulations and other Public Service related Legislation. Ability to implement debt management policy and procedure manual. **SKILLS:** Computer Literacy* Report writing skills* Good verbal and written communication skills* Interpersonal relation skills. *Ability to act with stakeholders. *Planning and organising skills. *Ability to work under pressure. *Problem solving skills and decision making.

DUTIES: *Coordinate and monitor vehicle licenses debts. *Implement debt policy and procedure manual. *Develop revenue sources. *Coordinate and manage collection of revenue for personalised license number plates. *Reconcile personalised plate sales and motor vehicle license debt collections. *Attend forums dealing with revenue matters. *Respond to audit queries.

Enq: Ms M. Mambo, Tel. Nr (018) 388 1102

POST : **ACCOUNTING CLERK (REGISTERING AUTHORITY)**
REF. NO : **33/2016/17**
SALARY : **R 142 461 pa (SL 05)**
CENTRE : **MADIKWE**

REQUIREMENTS: *Grade 12 or equivalent coupled with one (I) to two (2) years experience in E-NATIS environment, working with accounts or revenue collection or Finance.

KNOWLEDGE: Good knowledge of utilizing e-NATIS and administration of Road Traffic Act, Public Finance Management Act, Public Service Act and other legislative prescripts; Applicable information management system. **SKILLS:** Computer literacy in Ms Office (word & Excel). *Good interpersonal relationship. *Good verbal and writing communication skills. *Report writing skills .

DUTIES: *Registering and licensing motor vehicles. *Record daily cash collections in the cash book. *Balancing and handing over of the money to the supervisor daily, and the safe keeping of face value documents.

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

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **DEPUTY DIRECTOR: GOVERNMENT MOTOR FLEET**
REF. NO : **34/2016/17**
SALARY : **R612 822 pa (SL 11)** (All-inclusive package which includes a basic salary 70% guidelines. The successful

candidate will be required to sign performance agreement and an employment contract).

CENTRE : MAHIKENG -NGAKA MODIRI MOLEMA DISTRICT

REQUIREMENTS:*Grade 12 certificate or equivalent.*An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management coupled with at least a minimum of three (3) to five(5)years relevant experience in Fleet management environment of which two(2) years must be at Management level**Project management experience. Unendorsed Drivers license EB.

KNOWLEDGE: *Thorough fleet management knowledge; Understanding of the National Road Traffic Act. *Knowledge of asset management procedures and policies with specific reference to supply chain management. *Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70.*Understanding of Public Service Policies, Rules and regulations including interalia the Public Service Act, Public Service Regulations. *PFMA, Treasury Regulations and other related prescripts.*An in depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. **SKILLS:** *Computer literacy (Microsoft Office, Vehicle Management System). *Policy development. *interpretation and implementation.*Presentation skills.*Ability to work independently and under pressure.*Ability to serve and communicate with government executive management. *Proven management ability and attributes of dynamic leadership skills. *Ability to maintain positive interpersonal relations and to work well as part of a team.*Problem solving abilities. *Proven skills in report writing. *Basic accounting skills relating to management of budget compilation. *Excellent verbal and written communication skills.

DUTIES:*Maintain credible Fleet Asset Register. *Render Fleet procurement Services. *Ensure timeous registration, licensing and allocation of new fleet. *Administer RT46 Contract. Administer Transversal and related contracts.*Manage motor vehicle accidents register and the loss register.*Manage employee driver training unit.*Assist in compiling the yearly budget.*Provide information required on audit queries from internal and the Auditor General.*Develop Policies and procedures manuals on the acquisition, utilization and withdrawal of government fleet. *Implement measures that would enforce compliance to policies.*Provide management support to the Director.*Manage the activities of the Sub – Directorate.*Introduce system of internal control to prevent the incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure.*Provide staff performance management and maintenance of discipline.

Enq: Mr. T P Mosiane, Tel. Nr (018) 200 8072

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : ARTISAN FOREMAN (FLEET MAINTENANCE X 2)
REF NO : 35/2016/17
SALARY : R211 194 pa (SL 07)
CENTRE : BOJANALA, AND DR. RUTH SEGOMOTSI MOMPATI

REQUIREMENTS:*Grade 12 certificate or Equivalent, Trade Test Certificate Grade A mechanical plus 5 years or more experience as an artisan. Unendorsed drivers license EC or EC1 plus Public Driving Permit (PDP).

KNOWLEDGE: The incumbent must have knowledge of transport policies and circulars, knowledge of Public Service policies, Acts and Regulations including among other the PFMA, PMDS policy*Circular no

4 of 2000* Disciplinary code, **SKILLS:** *People management skills, and management of technical services.

DUTIES: The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). *Verification of all repairs and subsequent quality control.*Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns.*Liaise with clients and service providers With regard to Fleet maintenance and availability.*Responsible for supervision of personnel and maintenance of discipline in the workplace.

Enq: Mr. S P Naledi, Tel. Nr (018) 388 922

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **ADMINISTRATIONCLERK (X 11)**
REF. NO : **36/2016/17**
SALARY : **R 142 461 pa (SL 05)**
CENTRE : **PROVINCIAL TRAFFIC MANAGEMENT INFORMATION,
VENTERSDORP STATION, POTCHEFSTROOM STATION,
CHRISTIANA STATION, WOLMARANSSTAD
STATION, MADIKWE STATION, KOSTER STATION,
DITSOBOTLA STATION, DELAREYVILLE STATION,
LEHURUTSHE STATION X (2)**

REQUIREMENTS: *Grade 12 or Equivalent qualification coupled with 1-2years working experience in the administration environment. **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. *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 the enquiries. *Receive payments and reconcile cash books. *Provide logistical services within the station. *Perform general Administrative duties.

Enq: E De Winnaar, Tel. Nr (014) 592 0531

POST : **ADMINISTRATION CLERK**
REF : **37/2016/17**
SALARY : **R142 461 pa (SL 05)**
CENTRE : **KOSTER WEIGHBRIDGE**

REQUIREMENTS:*Grade 12 or Equivalent qualification coupled with one (1) to two (2) years working experience in weighbridge administration.*Weighbridge and Contravention (Traffman) Certificate will be an added advantage. **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. *Client centered.*People orientated and sense of responsibility.*Self-motivated and ability to work independently.

DUTIES: *Capture traffic fines (J534), warrant of arrest in the system and attend to their enquiries. *Weigh and reweigh vehicles on the scale. *Direct trucks to the scale and capture their information before prosecution. *Perform general Administrative duties.

Enq: Ms. N. Lekwape, Tel. Nr (014) 543 2929

POST : **ACCOUNTING CLERK (x 02)**
REF. NO : **38/2016/17**
SALARY : **R 142 461 pa (SL 05)**
CENTRE : **MADIKWE DLTC AND TAUNG DLTC**

REQUIREMENTS: *Grade 12 or equivalent coupled with one (1) to two (2) years experience in E-NATIS environment, working with accounts or revenue collection or Finance. *Knowledge of TRAFFMAN will be an added advantage.

KNOWLEDGE: Good knowledge of utilizing e-NATIS and administration of Road Traffic Act, Public Finance Management Act, Public Service Act and other legislative prescripts; Applicable information management system. **SKILLS:** Computer literacy in Ms Office (word & Excel). *Good interpersonal relationship. *Good verbal and writing communication skills. *Report writing skills.

DUTIES: *Processing applications, renewal and issuing of learners and driving licenses as well as renewal of PDP. *Receiving payments. *Reconciliation of revenue collected. *Compiling of statistics.* Record keeping. *Rendering administrative duties.

Enq: Mr. G. Phakedi, Tel. Nr (018) 381 9157

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ADMIN OFFICER (MOTOR VEHICLE ACCIDENT)**
REF. NO : **39/2016/17**
SALARY : **R211 194 pa (SL 07)**
CENTRE : **HEAD OFFICE – MAHIKENG, DR KENNETH KAUNDA DISTRICT, DR. RUTH SEGOMOTSI MOMPATI DISTRICT, BOJANALA DISTRICT**

REQUIREMENTS: *Grade 12 certificate or equivalent.* Bachelor degree/National Diploma in Public Administration/Transport/Public Management.* Unendorsed driver's license Code 08 or 10 will be an advantage. *At least two (2) to five (5) years experience in accident management and pool vehicle management. **KNOWLEDGE:***Must know all government prescripts which include the National and Provincial policies of Transport. *Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. **SKILLS:** *Good verbal and written communication as well as interpersonal skills. *Computer Literacy in Excel, MS word, Power point and Access. Ability to work under pressure and willing to work after hours.

DUTIES: *Management of accident section and Government Garage pool vehicle section. Ensure monthly reports are compiled for both accident section and pool vehicle section for District management and head Office.* Comply with the accident policy of the province as well as the standing operating procedures of government garage. *Ensure invoices are collected for audit purposes. *Be available for

legal issues should the need arise. *Support District Management in compiling of reports to districts as well as Head office.*Any other administrative duties that would assist in improving service delivery.

Enq: Ms. M Phakedi, Tel. Nr (018) 200 8217

DIRECTORATE : **MACRO PROVINCIAL TRANSPORT SYSTEMS**
POST : **ASSISTAND DIRECTOR: RURAL TRANSPORT PLANNING AND DEVELOPMENT**
REF.NO : **40/2016/17**
SALARY : **R311 784 pa (SL 09)**
CENTRE : **HEAD OFFICE -MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent. *Appropriate recognised three year Diploma/Degree in transportation Management. *Computer Literacy. *Drivers License. *Five (5) years experience at a supervisory level of relevant transport related functions. **KNOWLEDGE:** *Knowledge of National Land Transport Act, Act 05 of 2009. *Knowledge of White Paper on National Transport Policy, 1996. *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. *Be able to demonstrate sufficient knowledge of public transport operations in the North West Province. **SKILLS:** *Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. *Must have good verbal communications skills. *Willingness to travel and work irregular hours. *Have the ability to generate new ideas and improve where circumstances require. *Be able to formulate, write reports and communicate at the highest level. *Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.

DUTIES:*To manage the division and provide administrative support to the Sub-Directorate: Promotion of Public Transport. *To implement the National and Provincial Rural Transport Strategies and Plans including non-motorised transport. *To advice on alternative modes of transport strategies. *To promote various modes of transport strategies. *To conduct investigations into transport related matters. *To conduct audits and determine transport needs. *To liaise with stake holders with the purpose of promoting non-motorised transport.

Enq: Mr. P.J. Morwe, Tel. Nr (018) 200 8074/5

DIRECTORATE : **MACRO PROVINCIAL TRANSPORT SYSTEMS**
POST : **ADMINISTRATIVE OFFICER (TRANSPORT PLANNING & COORDINATION)**
REF.NO : **41/2016/17**
SALARY : **R211 194 pa (SL 07)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent.*Appropriate recognised three year Diploma/Degree in Transport. *Must be computer literate (Microsoft word, Excel and Presentation skills). *Drivers Licence. *At least two (02) years relevant experience in transport related functions.

KNOWLEDGE: *Knowledge of National Land Transport Act, Act 5 2009. *Knowledge of White Paper on National Transport Policy, 1996. *Knowledge and understanding of transport planning and related process of the Integrated Transport Plans (ITPs) and Provincial Land Transport Framework (PLTF). *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. **SKILLS:** *Good communication skills and interpersonal relations. *Must have good verbal and written communications skills. *Willingness to travel and work irregular hours.

DUTIES: *Facilitate the co-ordination for transport planning processes of National Land Transport Act, Act No. 05 of 2009. *To ensure facilitation, coordination and evaluation of Provincial and Municipal Transport Plans. *To facilitate the co-ordination of development, update and implementation of Provincial Land Transport Framework (PLTF). * Update and implementation of Municipal Integrated Transport Plans (ITPs) processes. *To establish and co-ordinate Transport Co-ordination Structures (TCS). *To perform administrative functions of the division. *To ensure facilitation, co-ordination adequate provision of transport Infrastructure/Facilities for all modes of Transport.

Enq: Mr. P.J. Morwe, Tel. Nr (018) 200 8074/5

DIRECTORATE : **MACRO PROVINCIAL TRANSPORT SYSTEMS**

POST : **ADMIN OFFICER (TRANSPORT LOGISTICS)**

REF : **42/2016/17**

SALARY : **R211 194 pa (SL 07)**

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent.*Appropriate recognised three year Diploma/Degree in Transport.*Must be computer literate (Microsoft word, Excel and Presentation skills). *Drivers Licence. *At least two (02) year relevant experience in transport related functions.

KNOWLEDGE: *Knowledge of National Land Transport Act, Act 5 2009. *Knowledge of White Paper on National Transport Policy, 1996. *Knowledge and understanding of the National Freight Logistics Strategy, 2005. *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. *Be able to demonstrate sufficient knowledge of freight transport operations in the North West Province. **SKILLS:** *Good communication skills and interpersonal relations. *Must have good verbal and written communications skills. *Willingness to travel and work irregular hours.

DUTIES: *To implement the National and Provincial Freight Logistics Strategy. Establish Freight Working Groups/ Logistics Forums. *To facilitate the update and continuous maintenance of North West Freight Data Bank. *To develop and manage Freight Information Management System. *To develop and prioritise the development of and maintenance of Freight Infrastructure.

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

DIRECTORATE : **RISK MANAGEMENT**

POST : **ASSISTANT DIRECTOR: RISK MANAGEMENT (BUSINESS CONTINUITY)**

REF : **43/2016/17**

SALARY : **R311 784 pa (SL 09)**

CENTRE : HEAD OFFICE/ MMABATHO

REQUIREMENTS: * Grade 12 Certificate. *Appropriate recognised three year Diploma/Degree in Risk Management/ Auditing/ Business Continuity coupled with Five (5) years experience at a supervisory level within Risk Management environment. *Computer Literacy. *Drivers License.

KNOWLEDGE: Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework, Business Continuity Framework. **SKILLS:** report writing, verbal and written communication, analytical and innovative, presentation skills and computer literate.

DUTIES: Facilitate the development and review of the business continuity policy, framework, methodology and implementation plan. Identifying critical business activities, conducting risk assessments and Business Impact Analysis, Facilitate the identification of response options, Facilitate the development of the Business Continuity Plans and maintenance thereof, Conduct awareness and education programmes, Participate in the exercising and testing programmes, monitor implementation of the Business Continuity Plans and recommend improvement. Compile reports.

Enq: Ms. N. Ramafi, Tel. Nr (018) 200 8062