



dc&tm

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

HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli
Drive, Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (018) 200 8052
Email: kmophulane@nwpg.gov.za

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO.01 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, Albert Luthuli Drive, for attention Ms. Gadifele Noge

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 enquiries to Ms Gadifele Noge.

(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: 22 July 2016, 16hrs



"Together we move Bokone Bophirima forward"



CHIEF DIRECTORATE : **TRANSPORT REGULATIONS**

POST : **CHIEF-DIRECTOR: TRANSPORT REGULATIONS**

REF : **01/2016/17**

SALARY : **R988 152 pa (SL14)** (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 : **HEAD OFFICE, MAHIKENG**

REQUIREMENTS:*Grade 12 Certificate*A relevant (NQF level 7) qualification in Transport Management or any related qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at senior management within the Transport Environment. Valid Driving License.*Computer Literacy

KNOWLEDGE: *Broad knowledge and understanding of Government Policies and other relevant prescripts. *In depth knowledge of legislative prescripts governing Transport Sector. *Ability to conceptualize policy and apply it successfully. *Policy analysis and interpretation. **SKILLS:** *Ability to interact professionally and effectively with diverse stake holders. *An innovative, assertive and confident approach. *Ample initiative and an independent work ethic, self-motivated and reliable. *Strategic capability and leadership,*Financial management *excellent report writing, analytical thinking, decision making and problem solving skills. *Client orientated and customer focus and results driven. *High level communication and presentation skills. *Ability to interact at both strategic and operational level.*A valid driving license and computer literacy are essential. *Ability to work under pressure. *Project Management skill.

DUTIES:*Manage the implementation and coordination of Transport regulations.* Manage and control registration authorities and enforce compliance with Legislation. * Manage and control operator Licenses and permits.* Monitor Compliance and enforce Traffic Laws.* Monitor Compliance to Legislation in terms of Traffic Control Centers including Weghbridges.* Oversee the management of abnormal loads and permits.* Oversee the successful implementation of special road safety projects or campaigns.* Oversee the development of road safety strategies.* Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.

NB : Preference will be given to female applicants

Enquiries: Mr.O.Mosiane, Tel. Nr (018) 200 8009

CHIEF DIRECTORATE : TRANSPORT OPERATIONS

DIRECTORATE : MACRO PROVINCIAL TRANSPORT SYSTEM

POST : DIRECTOR: MACRO PROVINCIAL TRANSPORT SYSTEM

REF : 02/2016/17

SALARY : R864 177.00 pa (SL 13) (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 : HEAD OFFICE, MAHIKENG

REQUIREMENTS: *Grade 12 Certificate*A relevant (NQF level 7) qualification in Transport Management or any related qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at middle management within the Transport Environment. * Valid Driving License.* Computer Literacy. * Project Management will be a strong recommendation

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 and freight transport operations in the North West Province.

Skills: *Strategic capability and leadership. *Programme and Project management. *Financial Management. *Service delivery innovation. *Analytical skills, problem solving and the ability to work independently and under pressure. *People management and empowerment. * Verbal and written communication skills at a high level. *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: *Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. *Manage the implementation of National Transport Policy and Land Transport Acts. *Manage the development and implementation of Provincial Transport Policy, Legislations and coordination of Transport Planning processes of all modes of transport. *Manage the coordination of transport initiatives at Municipalities level. *Produce annual report on the state of Transport in the North West Province. * Facilitate the development for Transport Sector in the Province.* Contribute to National Policy Framework for the Transport Sector.*Manage and review applications for Integrated Plans of Municipalities and make final recommendations.* Perform Oversight roles of Provincial Regulatory Bodies, Transport Government Components, entities and usage of inland waterways Transportation. * Provide Strategic Leadership.

NB: Preference will be given to female applicants

Enquiries: Ms M. Dayel, Tel. Nr (018) 200 8027

CHIEF DIRECTORATE : **CIVILIAN SECRETARIAT FOR POLICE SERVICE**

DIRECTORATE : **MONITORING & OVERSIGHT**

POST : **DIRECTOR: MONITORING & OVERSIGHT**

REF : **03/2016/17**

SALARY : **R864 177.00 pa (SL 13) pa** (All-inclusive package
Which includes basic salary 70% guidelines.
The successful candidate will be required to sign
performance agreement and an employment contract).

CENTRE : **HEAD OFFICE, MAHIKENG**

REQUIREMENTS: * Grade 12 Certificate*A relevant (NQF level 7) qualification in Policing/ Law recognised by SAQA coupled with five (5) years' experience at middle management within the Civilian Oversight Environment. *Valid Driving License.* Computer Literacy. *

Knowledge: *Knowledge of the Civilian Secretariat for Police Service Act, 2011. *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. *Adequate Knowledge and understanding of prescripts governing the safety and Security sector. **Skills:** *Strategic capability and leadership. *Programme and Project management. *Financial Management. *Service delivery innovation. *Analytical skills, problem solving and the ability to work independently and under pressure. *People management and empowerment. * Verbal and written communication skills at a high level. *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: *Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. * Monitor the implementation of Civilian Secretariat for Police Service Act 2011 in relation to monitoring and Oversight of the SAPS functions in the Province. * Evaluate and monitor police conduct in the Province.*Develop and evaluate safety models and monitoring.* Assist the Civilian Secretariat with any monitoring and evaluation projects.* monitor and evaluate the implementation of policing policy in the Province. * Evaluate and review practices, methodologies and performance of the police service in the province and compile reports.* Provide Strategic Leadership.

NB: Preference will be given to female applicants

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

SUB DIRECTORATE : **SECURITY AND FACILITIES MANAGEMENT**

POST : **DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT**

REF : **04/2016/17**

SALARY : **R612 822 .00 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 : **HEAD OFFICE, MAHIKENG**

REQUIREMENTS: Grade 12 Certifocate.* A 3 year tertiary qualification in Security Services / Policing/ Law or any relevant 3 year tertiary qualification in the Security/ Facilities sector coupled with a minimum three (3) to five (5) years relevant management experience within the Security/ facilities environment. *Valid Driving License.* Computer Literacy. *No criminal record (**Proof to be attached**).

* **Skills:** Knowledge of Security and Facilities Management prescripts and legislations.* Occupational Health and Safety Act. * Communication Skills. *People management skills. *Report writing skills. *Investigations skills. * Interpersonal skills.* Conflict Management and problem solving skills. *Presentation and facilitation skills.

Duties: *Conduct security risk assessment* Develop, implement and monitor departmental Security risk management strategy.* Formulate and ensure compliance to Departmental security policies. * Ensure compliance to Minimum Information and Security Standards. *Facilitate staff vetting and security clearance. * Ensure information, control and physical security. * Coordinate protocol and security arrangements within the Department.* Coordination of Departmental Office Space. * Facilitate Infrastructure Maintenance.*Oversee the provision of cleaning services as well as messenger services in the Department.

NB: THIS APPOINTMENT WILL BE SUBJECTED TO SECURITY VETTING

Enquiries: Ms S Mpolokeng, Tel. Nr (018) 200 8021

CHIEF DIRECTORATE : **TRANSPORT OPERATIONS**

SUB DIRECTORATE : **TRANSPORT TERMINALS (AIRPORT)**

POST : **DEPUTY DIRECTOR: TRANSPORT TERMINALS-
PILANESBURG AIRPORT**

REF : **05/2016/17**

SALARY : **R612 822 .00 pa (SL 11)pa** (All-inclusive package which includes basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

CENTRE : **PILANESBURG AIRPORT, MOGWASE**

REQUIREMENTS: *Grade 12 Certificate*A three year tertiary qualification in Transport/ Aviation Management plus a minimum of three (3) to five (5) years relevant management experience in the Aviation Environment. *Valid Driving License.* Computer Literacy.

KNOWLEDGE: *Knowledge of Public Sector. *Constitution of South Africa. *Drafting and analyzing policies (Communication Policy). *Public Service Act, PFMA and accompanying Treasury Regulations Act and relevant Regulations. *Public Service Code of Conduct. Aviation Authority/ Air Transport Prescripts.*

SKILLS *Communication skills (verbal and written) and decision making. *Leadership and management. *Planning and organizing. *Editing and compilation of publication. *Coordination and organizing the Provincial events or awareness campaign. *Interpersonal relations. *Networking, analytical thinking and problem solving. *Project management. *Report writing and presentation skills.

DUTIES: *Ensure proper management and administration of the Airport. * Ensure Compliance to SACAA and other Air Transport related standards. *Develop and analyze aviation policies, strategies and procedures. * Managing Compliance with airport quality control operations. *Managing compliance with recommended airport safety systems. *Providing administrative support services for the Airport*Manage all resources within the directorate.

Enquiries: Ms M. Dayel, Tel. Nr (018) 200 8027

CHIEF DIRECTORATE : CORPORATE SERVICES

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

POST : DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING & INFORMATION MANAGEMENT

REF : 06/2016/17

SALARY : R612 822 .00 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 : HEAD OFFICE, MAHIKENG

REQUIREMENTS: *Grade 12 Certificate*A three year tertiary qualification in Human Resource Management/ Public Administration/ Commerce or any 3 year tertiary qualification with specialisation in Human Resource plus a minimum three (3) to five (5) years relevant management experience in the Human Resource Planning and Strategies/ Information Management environment. *Valid Driving License.* Computer Literacy. * Persal Literacy (certificate to be attached) in Establishment or Personnel Administration.

KNOWLEDGE AND SKILLS:* Knowledge of Government transformation imperatives. * Good communications and presentation skills. *Computer Literacy. * Creative, Innovative person. * Conflict Resolution and Negotiations skills. * Ability to solve complex problem. * Ability to interpret and apply policies. * Coordination and facilitation skills. * Knowledge of Public Service Act and Regulations.

Duties: Assessment of HR Component's ability to deliver and service improvement Mechanism.* Develop, manage and monitor Employment Equity Plan and reporting thereof.*Generate monthly reports to monitor and improve Human Resource data integrity. * Develop, manage and monitor Human Resource Plan and reporting thereof. * Manage HR Information Management, post establishment Control and reporting.

Enquiries:Ms. M.S Tselapedi, Tel. Nr(018) 200 8055