



dcstm

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



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HUMAN RESOURCE MANAGEMENT

VACANCY CIRCULAR NO. 01 OF 2022/2023 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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota.

Note Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. *Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews.* The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za.

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment 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 Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by 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. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

CLOSING DATE: 13/05/2022 AT 15H30

"Let's Grow North West Together"



POST : ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER

REF : 01/2022/23

DIRECTORATE : OFFICE OF THE EXECUTIVE AUTHORITY

SALARY : Remuneration package of R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus appropriate National Diploma/Bachelors Degree /NQF 6/7) in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years experience at Assistant Director/Junior Management level. A valid driver`s licence. **KNOWLEDGE AND SKILLS:** Broad knowledge and understanding of the functional areas covered by the executive authority`s portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.

DUTIES: Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipments and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players wrt matters relating to the Portfolio of the Executive Authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

Enq: O Koonyaditse Tel.no.018 200 8020

DIRECTORATE: FINANCIAL MANAGEMENT

POST : DEPUTY DIRECTOR: REVENUE MANAGEMENT

REF. NO : 02/2022/23

SALARY :Remuneration package of R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus an appropriate three (3) year`s National Diploma or Bachelor`s Degree in Commerce with Accounting and Auditing as majors and/or an equivalent qualification, coupled with five (5) to ten (10) years` relevant work experience in a Revenue management environment of which 3 years must be at junior management level (Assistant Director).Certificate in BAS should be attached. A driver`s licence will be an added advantage. **KNOWLEDGE:** Extensive knowledge of Revenue Management, debtors, suspense and Government prescripts, Division of Revenue Act, Public Finance Management Act (PFMA), Treasury Regulations and revenue processes, Public Service Act, Basic Accounting System, Performance Management Development System, Labour Relations, Good knowledge of accounting principles, Computer literacy (MS Excel, Word and PowerPoint).**SKILLS:** Good communication and interpersonal relations, Analytical and problem-solving, Negotiation and conflict resolution, The ability to work independently and under pressure, The ability to interact with stakeholders at various levels, Sound report writing and Presentation.



DUTIES: Be accountable for the Revenue Management process and system implementation by formulating strategies and advising on the integration of the revenue management process with other value chains, i.e. supply chain and others. Provide support to Senior Management and other managers within the department by advising them on debt management. Ensure that appropriate training programmes are developed and implemented in line with Revenue Management. Monitor adherence to and compliance with the provincial revenue policy, PFMA and Treasury Regulations. Manage and oversee the collection of revenue and reporting in accordance with the requirements of the PFMA and departmental revenue policy. Monitor performance against collection targets of revenue. Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends. Ensure timeous and accurate reporting on Revenue Management Key Performance Indicators. Liaise with relevant stakeholders and evaluate inputs to the monthly report. Ensure that unallocated revenue with respect to revenue received from external clients and other revenue streams through the bank are properly and timeously allocated. Establish and maintain stakeholder forums to improve business relations. Drive and guide the Medium Term Expenditure Framework reporting, revenue and debt management processes. Manage and utilize human resources in accordance with relevant directives and legislation
Enq: Ms Mokopi Mogale 018 200 8069

DIRECTORATE: TRANSPORT TERMINAL

POST : CHIEF FIRE OFFICER

This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

REF NO : 03/2022/23

SALARY : R470 040 pa (SL10)

CENTRE : GD MONTSHIOA AIRPORT- MAHIKENG

REQUIREMENTS: Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Fire Technology or related as minimum requirement. At least Three (3) to Five (5) years relevant experience in the field of Fire Fighting of which Two (2) years should be at Supervisory level. Valid Driver's license. **KNOWLEDGE:** Knowledge of Public service Act, PFMA and Public Finance Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilization and Rescue. Knowledge of Ventilation and First Aid- Resuscitation. Sound Knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using Rescue Equipment. **SKILLS:** Driving Skills. Airport Standard and requirements skill. Fire Fighting Skills. Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as Individual and as Team.

DUTIES: Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep Airport safe at all times. Maintain safety Awareness for Airport Users. Maintain compliance of Airport with Civil Aviation Regulation. Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.

Enq: Mr. O.A. Baikgaki Tel Nr. 018 200 8075



DIRECTORATE: SUPPLY CHAIN MANAGEMENT
POST : SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER (ACQUISITION MANAGEMENT)
REF.NO. : 04/2022/23
SALARY : R321, 543pa (SL 8)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent, plus NQF level 6/National Diploma/Bachelors Degree Qualification in Public Administration/ Management/Supply Chain Management /Logistics Management or Financial Management. Two (2) to five (5) years experience in Supply Chain Management preferably Acquisition Management.
KNOWLEDGE: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPR 2017, PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act. **SKILLS:** Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.

DUTIES: To serve as Departmental Bid Committees Secretariat. Check compliance for 80/20 principle in terms of the preferential procurement regulations 2017. Implement tender administration, to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database, develop and manage employees performance in accordance with the Employee Performance Management and Development System.

Enq: Ms L. Motlhamme 018 200 8416

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING
POST : SENIOR ADMINISTRATIVE OFFICER (REGISTERING AUTHORITIES)
REF.NO. : 05/2022/23
SALARY : R321, 543pa (SL 8)
CENTRE : BOJANALA DISTRICT - (MOGWASE, TAUNG, PHOKENG REGISTERING AUTHORITIES)

REQUIREMENTS: Grade 12 Certificate or equivalent, plus three (3) years National Diploma/ Bachelors Degree/ in Public Administration /Financial Management or related. Two (2) to Five (5) years' working experience in NaTIS Motor Vehicle Administration environment. Valid driving Licence. **KNOWLEDGE:** Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and other Public Service related legislations. **SKILLS:** Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, decision making, Planning and organising ability to work in a team as well as independently

DUTIES: Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance the customers and other NaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected/drop box slips/debit cards against the performed transitions. Ensure that there is enough cash in the float to start the day. Ensure that public funds are safely kept during the day. Check transactions documents performed by cashiers against the system generated information report (RD324).Account for all Face Value Documents. Ensure compliance to NRTA 93 of 1996 and Help desk procedure-Minimum Requirements for Sensitive Transaction (RT1194KA).Ensure that the necessary equipment's, stationary and cleaning materials are available at all times. Manage the performance development of staff members in the unit. Compile monthly reports

Enq: Ms I Senokwane, Tel Nr: 018 388 1231



DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

POST : STATE ACCOUNTANT (NaTIS REVENUE RECONCILIATION)

REF.NO. : 06/2022/23

SALARY : R 261 372p.a (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent, three (3) years National Diploma/Bachelors Degree in Public Management/ Financial Management or related. Two (2) to Three (3) years' experience in NaTIS Revenue Reconciliation. **KNOWLEDGE:** Knowledge of Public Finance Management Act, Treasury Regulations. Walker/BAS Systems and other Policies. **SKILLS:** Good Communication, Ability to work under pressure, Problem solving and decision making, Report writing and Computer Literacy skills.

DUTIES: Generate Natis revenue reports (RD323). Review daily NaTIS revenue reconciliation of accounts and updates progress report. Compile report on outstanding Natis Revenue. Verify receipts against bank statements and prepare weekly and monthly reports. Monitor and manage filling of NaTIS revenue documents. Supervise Natis Clerks performance in the division. Provide assistance to audit process in relation to revenue receipts and listing

Enq: Ms E Leeuw, Tel Nr: 018 388 1109

DIRECTORATE: TRANSPORT TERMINALS

POST : ADMINISTRATION OFFICER - TRANSPORT LOGISTICS

REF : 07/2022/23

SALARY : R261 372p.a (SL 07)

CENTRE : HEAD OFFICE –MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Transport Management/Transport Economics or relevant/ related qualification. A minimum of two (2) to three (3) years working experience in a Transport related function. A valid driving license. **KNOWLEDGE:** An understanding of the National Land Transport Act, no 5 of 2009; Public Service Act and Public Service Act Regulations; Public Finance Management Act and other related government prescripts and ability to implement the same. Sufficient knowledge of Freight Logistics Transport operations in the Province. **SKILLS:** Good interpersonal relations. High-level of administrative; computer literate (Microsoft literacy, Excel and Power point); Report writing. Communication skills (verbal and written); planning; organizing. Project management skills. Passion for service management principles. Ability to work independently with little or no supervision and under pressure. Self motivated. Reliable. Analytical thinker. Ability to do research in respect of transport matters.

DUTIES: Develop and implement Freight Transport strategies. Ensure the implementation of the National Freight Logistics Strategy as guided by National Land Transport Act. Facilitate the update and continuous maintenance of Freight Data Bank for the North West Province. Assist in the facilitation of the Freight Working Group. Facilitate the development of Freight Logistics Information System as informed by the National Freight Logistics Strategy. Facilitate the development and prioritise the implementation plan and maintenance of Freight infrastructure. Provide general administration and office support to the Directorate Transport Terminals.

ENQ; Mr. O. Baikgaki Telephone No.: 018 200 8075



DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

POST: NaTIS ACCOUNTING CLERK (NaTIS REVENUE RECONCILIATION)

REF.NO : 08/2022/23

SALARY : R 176 310pa (SL5)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus One (1) to two (2) years' experience in Revenue Environment (preferably NaTIS Revenue Reconciliation). **KNOWLEDGE:** PFMA, Treasury Regulations **SKILLS:** Computer literacy, Good verbal communication skills.

DUTIES: Receive, check and verify the validity of receipts from all revenue collection offices. Recording of all deposit slips submitted by revenue collection offices on a reconciliation spread sheet on daily basis. Populate monthly NaTIS report (RD323) into excel spread sheet for reconciliation purpose. Maintain reconciliation file per Natis collection office. Liaise with registering authorities in relation to revenue received and deposited. Provide assistance to audit process in relation to revenue receipts and listing.

Enq: Ms E Leeuw, Tel Nr: 018 388 1109

DIRECTORATE: FINANCIAL MANAGEMENT

POST : ACCOUNTING CLERK (CREDITORS PAYMENT)

REF. NO : 09/2022/23

SALARY : R 176 310pa (SL5)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 or equivalent coupled with one (1) to two (2) years experience in creditors payments. **KNOWLEDGE:** Must have knowledge in WALKER system and BAS system, Public Finance Management Act (PFMA), Treasury Regulations, DORA and supply chain process. **SKILLS:** Computer literacy (MS office), Good interpersonal skills. Must have communication skills (verbal and written). Numerical skills. Ability to work under pressure and be self-motivated. Accurate, attention to detail and positive attitude.

DUTIES: Receive and record payment vouchers. Capture payments on WALKER system. Attach payment stub to payment vouchers. Filing of payment vouchers. Capturing of payments vouchers into centralised creditors payments filing system. Retrieve payment vouchers during internal and external audit. Serves as unit batch controller.

ENQ; MR. M. M. TONG, TEL NO: 018 200 8184



CHIEF DIRECTORATE: CORPORATE SERVICES
SUB-DIRECTORATE : SECURITY AND FACILITIES MANAGEMENT
POST : ADMIN CLERK (TRANSPORT MANAGEMENT)
REF.NO. : 10/2022/23
SALARY : R 176 310pa (SL 05)
CENTRE : HEAD OFFICE-MAHIKENG

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

DUTIES: Keep and update departmental asset register for pool, and scheme A & B vehicles on monthly basis. Receive and capture log sheets for both pool and subsidy, and submit to supervisor. Receive and check applications for scheme A & B and submit to supervisor. Assists in the administration of traffic fines of departmental pool vehicles. Assists in the monthly inspections on all Head Office vehicles. Facilitate in the renewal and distribution of license disc on monthly basis. Submit a monthly report on penalties charged for late disks renewals, log sheet non submissions and nil returns. Reconcile departmental VMS report against departmental log sheet submission on monthly basis. Reconcile departmental Transaction report on monthly basis. Attend to Early Warning Reports and report back to supervisor. Maintain proper record keeping. Attend to other tasks delegated by the supervisor.

Enq: Mr J Ngwenya, Tel 018 200 8392

DIRECTORATE: HEAD OF DEPARTMENT SUPPORT

POST : REGISTRY CLERK
REF.NO : 11/2022/23
SALARY : R176310 pa (SL 05)
CENTER : HEAD OFFICE- MAHIKENG

REQUIREMENTS: Grade 12 Certificate or Equivalent. One (1) to two (2) years experience in Records Management/ Filing/Office/Administration environment. **KNOWLEDGE:** Knowledge of the Public Service Prescripts (Public Service Act, Public Service Regulation, Employment Equity Act, Labour Relations, Performance Management Development System. **SKILLS.** Computer literacy. Good Interpersonal relationship. Good verbal and writing skills. High levels of confidentiality.

DUTIES: Attend to client (Internal and External clients). Receive, Sort and file documents, and update filing on daily basis. Implement Registry Manual procedure to ease filing and retrieval of records/ documents. Provide registry services. Maintain security, confidentiality and integrity of records and information. Ensure proper maintenance of files / records and equipments.

Enq: Ms B Mogoerane, Tel Nr (018) 2008009



DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING
POST : ACCOUNTING CLERK
REF.NO : 12/2022/23
SALARY : R 176 310pa (SL5)
CENTRE : NGAKA MODIRI MOLEMA –MOLOPO REGISTERING AUTHORITY

REQUIREMENTS: Grade 12 certificate or equivalent, plus One (1) to two (2) years' experience in NaTIS Environment. **KNOWLEDGE:** National Road Traffic Act Public Finance Management Act, Treasury Regulations
SKILLS: Computer literacy, Good verbal communication skills, Ability to work under pressure

DUTIES: Render the registration and licensing of motor vehicles. Receive cash from the customers/pass journal for white and yellow fleet. Perform daily reconciliation balancing and submit to the supervisor. Account for allocated Face Value Documents and cash float on daily basis .Perform routine duties as directed by the supervisor. Filing of receiving application document. Prepare application documents of sensitive transactions from client to help desk approval. Ensure compliance of NRTA 93 of 1996.

Enq: Ms I Senokwane, Tel Nr: 018 388 1231

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING
POST : ACCOUNTING CLERK X 2
REF. NO : 13/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : REGISTERING AUTHORITY – BOJANALA

REQUIREMENTS: Grade 12 certificate or equivalent, 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 Legislations. **SKILLS:** Computer literacy, verbal and written communication skills, Ability to work under pressure, Customer/ Client orientated.

DUTIES: Registration and licensing of motor vehicle. Receive daily documents 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 of application documents. Prepare application documents of sensitive transactions from clients. Account for the cash float received.Ensure compliance of NRTA 93 of 1996.

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



DIRECTORATE: ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK
REF NO : 14/2022/23
SALARY : R 176,310 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: Mr JM Ntamu, Tel 018 381 9184

DIRECTORATE: ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK
REF NO : 15/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : DELAREYVILLE 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: Mr JM Ntamu, Tel 018 381 9184

DIRECTORATE: ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK
REF NO : 16/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : MAHIKENG 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: Mr JM Ntamu, Tel 018 381 9184

DIRECTORATE: ROAD TRAFFIC MANAGEMENT

POST : ADMINISTRATION CLERK

REF NO : 17/2022/23

SALARY : R 176,310 pa (SL5)

CENTRE : MADIKWE 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 D Madoda, Tel no.014 594 0763/65

DIRECTORATE: ROAD TRAFFIC MANAGEMENT

POST : ADMINISTRATION CLERK

REF NO : 18/2022/23

SALARY : R 176,310 pa (SL5)

CENTRE : BRITS 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 D Madoda, Tel no.014 594 0763/65



DIRECTORATE: CRIME PREVENTION AND PARTNERSHIP

POST : SECRETARY
REF.NO : 19/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12/ Senior Certificate with typing as a subject or grade 12 with any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience as a Secretary. **Knowledge:** Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency(written and verbal). **Skills:** Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy .Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

Duties: Provide a secretarial support service to the Directorate: Communications. Type routine notes, Memorandums, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.

Enq: Ms F Nchoe Tel: 018 200 8097

DIRECTORATE: TRANSPORT PLANNING AND POLICY DEVELOPMENT

POST : SECRETARY
REF.NO : 20/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12/ Senior Certificate with typing as a subject or grade 12 with any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience as a Secretary. **Knowledge:** Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency(written and verbal). **Skills:** Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy .Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

Duties: Provide a secretarial support service to the Directorate: Communications. Type routine notes, Memorandums, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily.



Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.

Enq: Mr S Molotsi Tel: 018 200 8198

DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : HEAVY DUTY DRIVER
REF. NO : 21/2022/23
SALARY : R147 459 pa (SL 04)
CENTRE : DR. RUTH SEGOMOTSI MOMPATI (GANYESA)

REQUIREMENTS: Abet (Grade 10) plus 5 – 10 years experience in a heavy duty driving 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 owned vehicles at all times. Perform pre and post trip inspection. Report on vehicle 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 as well as chauffer service to Provincial /Department's clients. Plan, arrange and ensure routine vehicle maintenance and service as scheduled intervals (roadworthiness). Perform any other driving services as delegated from time to time. Assist with auction preparations of redundant state vehicles.

Enq: Ms Masilabele Tel Nr 053 927 3762

SUB-DIRECTORATE: SECURITY AND FACILITIES MANAGEMENT

POST : COMMERCIAL CLEANER X 2
REF NO : 22/2022/23
SALARY : R 104,073pa (SL 02)
CENTRE : HEAD OFFICE - MAHIKENG

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: Mr Khonkhobe SK, Tel: 018 200 8389



DIRECTORATE: AIRPORT TERMINAL

POST : COMMERCIAL CLEANER

REF NO : 23/2022/23

SALARY : R 104,073pa (SL 02)

CENTRE : AIRPORT ADMINISTRATION – GD MONTSHIOA

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 M Nelson, Tel: 018 385 1027

DIRECTORATE: ROAD TRAFFIC MANAGEMENT

POST : COMMERCIAL CLEANER

REF NO : 24/2022/23

SALARY : R 104,073pa (SL 02)

CENTRE : KOSTER TRAFFIC STATION

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 D Madoda, Tel: 014 594 0763/65



DIRECTORATE: ROAD TRAFFIC MANAGEMENT

POST : GARDENER/GROUNDSMAN/WOMAN

REF. NO : 25/2022/23

SALARY : R 104,073pa (SL 02)

CENTRE : TAUNG TRAFFIC ADMINISTRATION

REQUIREMENTS: Abet Education with one (1) to two (2) years working experience in the gardening environment. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

DUTIES: Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from grass, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

Enq: Mr. Mtshengu M, 053 927 5004/98

