

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disability are encouraged to apply.

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: The Head of Department: Department of Transport Safety and Liaison, Southey Chambers Building, Southey Street, Private Bag X1368, Kimberley, 8300.
- FOR ATTENTION** : Ms.G.Botha.
- CLOSING DATE** : 26 June 2009
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications; identity document and a comprehensive CV. Faxed applications will not be considered. The successful candidates will have to undergo security vetting. Candidates who have not been contacted within one month after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidate only.

OTHER POSTS

- POST 24/128** : **ASSISTANT DIRECTOR (LEDGERS) REF: S4.1.2/ 1**
Directorate: Financial Management Services
- SALARY** : R217 482 – R252 483 per annum
- CENTRE** : Head Office (Kimberley)
- REQUIREMENTS** : Appropriate Bachelors Degree (or equivalent qualification) in Financial Accounting PLUS credible experience (Minimum of three years) in government finance, Experience/Knowledge of Basic Accounting System, PERSAL and SCOA. Knowledge of the PFMA and Treasury Regulations, any other applicable and relevant legislation. Competencies: Analytical review, Good communication skills, Planning and organizing, Strategic planning skills, Accuracy, Computer literate, Report writing. Good management skills.
- DUTIES** : Assist with the development, implementation and maintenance of the effective and efficient system of financial management, Supervision of sub-ordinates, Ensure that that the financial transactions of the department are fairly and accurately reflected on the general ledger, Ensuring compliance with all legislative requirements and submissions to Provincial Treasury of monthly compliance reports, Compilation of annual and interim financial statements, Risk management, Monitor and assess performance of sub-ordinates, Responsible for coordinating and managing monthly finance meetings, Review authorization of ledger related transactions on BAS, Ensure that all suspense accounts are cleared timeously. Report to the manager on all of the above duties
- ENQUIRIES** : Mr.T.J. Monyane / Mr. B.S.Marekwa Tel: (053) 839 1714 or (053) 839 1795
- POST 24/129** : **CHIEF PROVINCIAL INSPECTOR REF: S4.1.2. / 3**
Directorate: Traffic Management
- SALARY** : R174 243 – R210 489 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of a Grade 12, Traffic Officer's diploma and minimum of three years as a supervisor (Principal Provincial Inspector level) is the minimum requirements for appointment to this position. An examiner of driving license or examiner of motor vehicle will add as an advantages plus a code B driver's license are also essential. In addition to the above-mentioned requirements applicants will also be required to have knowledge, training and mentoring skills. Knowledge of administrative, personnel and labour related legislation, work procedures and programmes. Sound knowledge and interpretation of Road Traffic Act, 93 of 1996, National Land Transportation Act 22/2000 and understanding of the Criminal Procedure Act 1977. Knowledge of budget and expenditure control in terms of the PMFA. Organisational skills to organize the activities and staff under his/her control in such manner that organizational goals are achieved in the most effective way. Good verbal and written communication skills to communicate effectively with his/her co-workers and public as well as ensuring that management and staff are informed in a transparent manner with regard to progress and processes. Analytical and independent thinking skills to determine the most effective and efficient work procedures and methods required to achieve economic / district / regional/ departmental goals. Computer literacy.

- DUTIES** : The successful candidate's duties amongst others will include: Maintaining committed goal directed enforcement and traffic management. Conducting high visibility public information and awareness programmes. Strengthening the capacity of sub-ordinates by providing information, guidance/training and assistance. Implementing and monitoring law administration, administrative, personnel and labour related legislation, work processes, procedures and programmes. Accepting responsibility for both human and financial resources of the office under his/her control. The manager will manage and develop the personnel under his/her control and will be involved in performance assessments. Monitoring and controlling budgets and expenditure of the station. On acceptance of the post the official shall enter into a performance agreement with his/her manager. Security clearance/vetting shall be done. Re advertisement persons who applied previously are encourage to reapply for this position.
- ENQUIRIES** : Mr. N. H. Nqumashe / Mr.B.S. Marekwa Tel: 053 – 830 4904 – 053 – 839 1795
- POST 24/130** : **SENIOR ROAD SAFETY OFFICER REF: S4.1.2/ 2**
Directorate: Traffic Management
- SALARY** : R117 501 – R137 976 per annum
CENTRE : Head Office (Kimberley)
REQUIREMENTS : The candidate must in possession of a relevant degree or equivalent qualification and a valid code 08 driver's license. The successful candidate must be prepared to travel extensively and perform duties outside normal working hours.
- DUTIES** : Successful candidate will be required to conduct formal, informal Road Safety Education and community programmes at various institutions. The intergration of Road Safety Education at all levels of education. Implementation of intergrated community road safety programmes. Identification of hazardous locations and proposed solutions/ interventions. Implement Provincial and National Road Safety programmes and projects at all level of society.
- ENQUIRIES** : Ms.N.I.Joka / Mr. B.S.Marekwa Tel (053) 830 4909 or (053) 839 1795
- POST 24/131** : **REGIONAL ADMINISTRATIVE CLERK REF: S4.1.2. / 4**
Directorate: Corporate Services
- SALARY** : R76 194 – R89 346 per annum
CENTRE : Siyanda Regional Office (Upington)
REQUIREMENTS : Senior certificate or equivalent qualifications plus relevant general office administration experience. Applicants should be computer literate. Excellent organisational abilities, good interpersonal relations as well as good verbal and written communication skills. Knowledge of information management (registry required). A minimum of two (2) years related experience and driver's license would be an advantage.
- DUTIES** : The successful candidate will provide overall support to the regional office. Perform secretarial duties, receptionist and general administration support functions. Keep and maintain a registry, make logistical arrangements for meetings. Make travelling arrangements and prepare S & T claims for the officials in the office. Attend meetings to taking minutes. Handle correspondence and open dispatch posts. Develop and implement a system to ensure smooth and timeous flow of correspondence and communication between the regional office and provincial office.
- ENQUIRIES** : Mr.J.A.Stuurman / Mr.B.S.Marekwa Tel: 054 – 338 5697/8 / 053 – 839 1795