

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 26 February 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 05/79** : **CHIEF DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: 70216401**
Directorate: Office of the HOD
- SALARY** : R790 953 per annum (All inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg, Head Office
- REQUIREMENTS** : Degree/3 year Diploma in a relevant field plus 5-10 years relevant management experience. Skills: Good leadership skills, Excellent financial management skills, Strategy development excellent project management, Report writing skills, Good writing and verbal communication skills, Computer literacy, Good networking skills, Stakeholders relation, Public speaking, strategic goal and objectives.
- DUTIES** : Develop and implement appropriate administration systems and procedures for the proper execution and coordination of activities across the department and the office of the HOD and MEC. Coordinate the department's strategic planning development process. Monitoring the implementation of the department's strategic plan by all business units. Monitor and evaluate organisational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. To facilitate organisational learning and best practice identification through bench-marking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. To ensure continuous improvement of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical assistance on corporate governance to the department stakeholders. Strategic management of the Chief Directorate. Effective performance management and human resource development for the Chief Directorate. Shortlisted candidates will be subjected to a competency assessment.
- ENQUIRIES** : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

OTHER POSTS

- POST 05/80** : **MANAGER: POLICY AND LEGAL SERVICES REF NO: 70168403**
Directorate: Policy and Legal Services
- SALARY** : R378 456 – R520 035 per annum (All inclusive package which can be structured according to the Individual's needs. Salary will be determined in accordance to experience.)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant recognised B Degree/ Diploma and appropriate legal experience. Three years managerial or supervisory experience Skills: Good organizing and problem solving skills. Ability to maintain discipline; Policy formulation and editing skills. Sound conflict management skills. Good Project Management skills. Good Computer literacy. Strong leadership and management capabilities; Strategic

capabilities and excellent communication skills (verbal and written); A valid code EB drivers' license.

DUTIES : Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases. Professional handling of tasks with complex work content requiring frequent interpretation in the absence of an established framework. Assist management with strategic planning. Drafting/formulating policy/ objectives/laws/legislation. Conduct complex investigations on legal matters. Act as chairperson/presiding officer at meetings. Draft applications to the court; attend to prosecutions and court appearances on behalf of the Department. Handle more complex correspondence. Training of personnel on Legal matters.

ENQUIRIES : MrTshildzi Netswinganani. Tel No: (011) 689 3716

POST 05/81 : **DEPUTY MANAGER: MONITORING & EVALUATION 3 POSTS REF NO: 70168400**
Chief Directorate: Civilian Oversight

SALARY : R240 318 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: At least 5 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports. Supervision and mentoring of subordinates. Management and deployment of human and material resources. Interaction with other civilian oversight bodies in the country for identification of good practice.

ENQUIRIES : Mr Tshildzi Netswinganani Tel No:(011) 689 3716

POST 05/82 : **SENIOR SERVICE DELIVERY OFFICER: MONITORING & EVALUATION 2 POSTS REF NO: 70168402**
Chief Directorate: Civilian Oversight

SALARY : R192 540 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 3-5 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports. Field supervision and mentoring of subordinates.

ENQUIRIES : Mr Tshildzi Netswinganani Tel No: (011) 689 3716

POST 05/83 : **ASSISTANT MANAGER: ETHICS REF NO: 70168404**
Chief Directorate: Corporate Support

SALARY : R192 540 per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : 3 years Degree/Diploma. Three years experience in the relevant field Skills: Planning and organizing skills, financial management skills, Peoples management and empowerment, Programme and project management skills.

DUTIES : Participate in the development of fraud prevention plan. Implement fraud prevention plan. Ensure ongoing awareness of legislative framework regulating anti corruption and fraud prevention to management and staff through workshop and other medium of communication. Keep abreast of national and international developments in fraud prevention and anti corruption. Develop framework ethics Programmes. Manage electronic compliance register.

ENQUIRIES : Mr Netswinganani Tshilidzi. Tel No: (011) 689 3716

POST 05/84 : **SERVICE DELIVERY OFFICER: MONITORING & EVALUATION 3 POSTS REFNO: 70168401**
Chief Directorate: Civilian Oversight

SALARY : R161 970 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 2 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

POST 05/85 : **SENIOR ADMIN OFFICER (FACILITIES AND OHS) REF NO: 70168405**
Chief Directorate: Corporate Support
This is re-advertisement; Applicants who applied previously for this post must re-apply.

SALARY : R 161 970 per annum (plus benefits)
CENTRE : Johannesburg (Road Traffic Compliance Unit)
REQUIREMENTS : A 3 year diploma / Degree in Safety Management/ Occupational Health and Safety or related field. Valid driver's license. 3-5 years experience in the field of Occupational Health and Safety. Skills: Safety auditing skills. A thorough understanding of health and safety legislation, exceptional oral and written communication skills, strong coordination and facilitation skills. Good computer literacy and networking skills. Good interpersonal skills. The ability to identify control weaknesses and recommending new and innovative controls and processes in relation to improving health and safety in the organization.

DUTIES : Implement and maintain the OHS Policy. Facilitate health and safety awareness campaigns and induction programmes in the Department. Give procedural and technical advice to colleagues and clients in terms of the application of the Act on Occupational Health and Safety and Occupational diseases. Perform inspections at various buildings to ensure that they comply with Occupational Health and Safety standards. Report and record Occupational injuries and diseases Facilitate activities of Health and Safety Committees, including training, risk assessments, compiling of SOPs and the Occupational Hygiene Programme. Undertake health and safety inspections and recommend appropriate remedial actions. Investigate incidents/accidents and ensure prevention of reoccurrences.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel: (011) 689 3716

POST 05/86 : **PERSONAL ASSISTANT 2 POSTS REF NO: 70168398**
Chief Directorate: Safety Promotion

SALARY : R130 425 per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Relevant degree or national diploma. Appropriate experience in rendering support services to senior managers, for example run and maintain a record management system, procure goods and services, record minutes and decisions at meetings. Advanced knowledge of Excel, Word and PowerPoint. Excellent interpersonal skills. Ability to draft documentation like submission letters, do basic research, analyze documents and situations, communicate effectively (written and verbally) Strong financial administration skills. Ability to work independently. Basic knowledge and understanding of relevant legislation/policies/ prescripts and procedures.

DUTIES : Key Responsibilities: Manage engagements. Render administrative support services inclusive of maintaining a record management system, obtaining, collating and compiling progress reports and monthly reports. Provide support during meetings inclusive of recording minutes and decisions, communication with relevant role players, follow up on progress made and prepare briefing notes, screen documents to determine actions/information/documents required Manage the leave register, facilities register, telephone register, attendance register and commitment register Manage (Support with regards to) the administration of the budget and other resources. Conduct basic research and compile documents Remains up to date with applicable legislation/policies/prescripts and procedures and inform the Manager accordingly.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

POST 05/87 : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 70168399**
Directorate: Office of the HOD

SALARY : R130 425 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3 year Degree/diploma, plus 3 years working experience. Good understanding of administration systems. Good analytical skills and problem solving skills. Ability to work independently and under pressure. Good communication (written and verbal) and organizational skills. A valid driver's license. Excellent computer literacy (Power Point, Excel and Word).

DUTIES : Manage the private office of the HOD. Ensure adherence to prescribed policies, schedules and standards and advise the HOD accordingly. Gathering and collate information required to prepare HOD for meetings and to assist with decision making processes. Respond to public queries and do follow-ups on behalf of the HOD. Develop and manage an effective and efficient administrative system in the office of the HOD. Oversee preparation of logistical arrangements for meetings, workshops and travel arrangements.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

POST 05/88 : **COMPLIANCE OFFICER REF NO: 70168406**
Chief Directorate: Corporate Support

SALARY : R130 425 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Senior Certificate. The following Diplomas are compulsory: Traffic Officers; Examiner of Motor Vehicles and Examiner of Drivers Licenses. Valid Driver's License. No criminal record. Skills: Strong forensic investigation skills. A thorough understanding of fraud and corruption. good oral and written communication skills. Excellent conflict management and interpersonal skills. Good computer literacy.

DUTIES : Implementation of corruption investigation procedure manual. Conduct investigations of allegations of fraud and corruption in relation to driver and vehicle fitness. Cooperate with law enforcement agencies in the investigation of corruption cases and ensure the successful conclusion of all investigations and court matters. Assist managers and staff in reporting fraud and corruption risk information.

ENQUIRIES : Mr. Netswinganani Tshilidzi. Tel No: (011) 6893716