

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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.

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms.Gadifele Noge
<u>CLOSING DATE</u>	:	23 June 2017 at 15H30
<u>NOTE</u>	:	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 must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified 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 enquiries to Ms Gadifele Noge. 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. Previous employment records will be verified. All appointments are subjected to a positive qualifications Verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POST

<u>POST 22/134</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (PROVINCIAL ENATIS HELP DESK) REF NO: 32/2016/17</u> NB: This is a re-advertisement and candidates who previously applied are advised to reapply.
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 2-5 years relevant working experience or more in eNatis environment, of which 2 years must be supervisory experience. Valid driving license. Knowledge: National Road Traffic Act, National Land Transport Act and other Public Service related Legislation. Skills: Computer Literacy. Report writing. Good verbal and written communication. Interpersonal relation. Customer/Client Oriented. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making.
<u>DUTIES</u>	:	Render the supervision services within the Provincial eNATIS Help Desk Unit. Provide efficient and effective assistance to registering authorities and other eNATIS users. Ensure that documents received from Registering Authorities are in line with Help Desk procedures - Minimum Requirements for Sensitive Transaction. Verify all applications captured on the system by Users. Ensure that all daily captured documents are filed.
<u>ENQUIRIES</u>	:	MS. M P Mambo, Tel no: (018) 388 1112

DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS

The 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 posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.

- APPLICATIONS** : Application; quoting the relevant reference, should be forwarded to: The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre,
- FOR ATTENTION** : Director: Administrative Support Services.
- CLOSING DATE** : 15 June 2017
- NOTE** : The Department reserves the right not to fill the posts. Applications must be accompanied by a signed Z83 and recent updated comprehensive CV, certified copies of all qualification(s) and ID document as well as the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). It will be expected of candidates to be available for selection interviews on a date, time and place determined by the Department. Applications received after the closing date will not be considered. If you have not received a response from the Department within 3 months of the closing date, kindly consider your application unsuccessful. The successful candidates will be expected to sign a performance agreement after assumption of duty as well as an employment contract. Please Note: Security clearance will be conducted on all short-listed candidates and the appointments will be subject to positive security clearance results. We encourage all applicants to declare any criminal and/or any negative credits records.

OTHER POST

- POST 22/135** : **DEPUTY DIRECTOR: BAS SYSTEM CONTROLLER**
- SALARY** : All inclusive salary package of R657 558 per annum, Level 11, in terms of MMS policy, which can be restructured according to the individuals, needs
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Appropriate Bachelor's degree/National Diploma in Finance, Accounting and Commerce. Minimum of 5 years' experience in the field of which 3 years must have been at junior management level. Knowledge of relevant Public Service policies and applicable legislation. Interpersonal, Computer, Report writing, financial and analytical skills. Valid driver's license. Extensive knowledge of BAS, WALKER and PERSAL. Knowledge of PFMA, Treasury Regulations. Good communication skills, presentation and facilitation skills. Ability to interpret and apply policies.
- DUTIES** : Provide BAS Controller services. Maintain system security and departmental code structure on BAS. Monitor, analyse and report performance of interlinked systems. Manage and review suspense and control accounts. Assist in preparation of the financial statements. Ensure and control monthly/year end closure processes. Attend to both external and internal audits. Management and monitoring of departmental journals.
- ENQUIRIES** : Ms P.S Mojaki. Tel no: (018) 388 2675