

**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, 1 st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.
<u>CLOSING DATE</u>	:	14 July 017 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. Failure to submit the requested documents will result in the 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 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 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. Previous employment records will be verified. 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 will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

<u>POST 26/114</u>	:	<u>DIRECTOR - PUBLIC TRANSPORT SERVICES REF NO: 01/2017/18</u> Chief Directorate: Transport Operations
<u>SALARY</u>	:	Remuneration package of R898 743 per annum. inclusive remuneration package consist of a basic salary, the State's 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 an employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mmabatho Grade 12 Certificate plus a recognised NQF 7 Qualification in Transport Management/ Economics/ Administration. Five (5) years of experience at a middle/senior managerial level in Transport Management environment. A valid driving license. Knowledge: Extensive appropriate strategic management, Public Transport Policies and Public Service prescripts. Public Finance Management Act (PFMA). Knowledge of Public Service Act, Public Service Regulations and Frameworks. Ability to conceptualise policy and apply it successfully. SKILLS: High level of Written and Verbal Communication with ability to make presentations. Service delivery innovative. Management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven computer literacy. Ability to interact professionally and effectively with diverse stakeholders. Analytic skills and problem solving skills. Have the ability to generate new ideas and improve where circumstances require. PERSONAL ATTRIBUTES: Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be

- able to manage and empower staff. High level of reliability, Ability to act with tact and discretion.
- DUTIES** : Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations. Monitor the implementation of Public Transport Services Act in relation to monitoring and oversight of the Public Transport Service functions in the Province. Evaluate and review practices, methodologies and performance of the Directorate in the Province and compile reports.
- ENQUIRIES** : Ms M. Dayel, Tel: 018 200 8027
- NOTE** : The successful candidate will be required to sign a performance agreement and will be subjected to a technical exercise, competency assessment and security clearance.
- POST 26/115** : **DIRECTOR - COMMUNICATION SERVICES REF NO: 02/2017/18**
Directorate: Communication Services
- SALARY** : Remuneration package of R898 743 per annum. Inclusive remuneration package consist of a basic salary, the State's 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 an employee contract.
- CENTRE** : Head Office- Mmabatho
- REQUIREMENTS** : Grade 12 Certificate plus a recognised NQF 7 Qualification in Communication / Journalism / Marketing / Administration. Five (5) years of experience at a middle/senior managerial level in the Communications/Marketing environment. A valid driving license. KNOWLEDGE: Knowledge of Government communications regulatory frameworks. Knowledge of financial management (the PFMA and Treasury Regulations). SKILLS: People empowerment. Service delivery innovation. Change Management. Strategic capability and leadership. Problem-solving and analysis. Programme and project management. Client orientation and customer focus. Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills. PERSONAL ATTRIBUTES: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. High level of reliability, Ability to act with tact and discretion.
- DUTIES** : Manage the development and implementation of a proactive media relations strategy for the Department of Community Safety and Transport Management. Manage the compilation of press releases, advertorial supplements, editorial, interviews and speech writing with regards to the Department. Respond to requests and queries by the media. Act as spokesperson for the Department in respect of all media activities. Develop, manage and implement the internal communication strategy and plan specifically focusing on Department. Ensure the identification and implementation of communication channels and tools that will enable effective communication including a website. Develop management and staff engagement events. Provide effective information management support services to the Department. Oversee and approve all corporate identity initiatives and corporate branding. Manage and ensure that all signage in compliant with the corporate identity and branding directives. Manage the outsourcing of services, production and distribution of all publication.
- ENQUIRIES** : Ms S Mpolokeng, Tel Nr 018 200 8021
- NOTE** : The successful candidate will be required to sign a performance agreement and will be subjected to a technical exercise, competency assessment and security clearance.
- POST 26/116** : **DIRECTOR -CRIME PREVENTION PARTNERSHIPS REF NO: 03/2017/18**
Directorate: Crime Prevention Partnerships
- SALARY** : Remuneration package of R898 743 per annum. Inclusive remuneration package consist of a basic salary, the State's 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 an employee contract.
- CENTRE** : Head Office - Mmabatho
- REQUIREMENTS** : Grade 12 Certificate plus a recognised NQF 7 Qualification in Social Sciences/ Law or any related within the Criminal Justice System. Five (5) years of

experience at a middle/senior managerial level within the Crime Prevention Environment. A valid driving license. KNOWLEDGE: Extensive appropriate strategic management, safety management, financial management and project management experience. Adequate understanding of current National and Provincial legislation applicable to the Public Sector, Crime Prevention Policy practices and criminal Justice Systems. Knowledge of Public Service Act, Public Service Regulations and Frameworks. Ability to conceptualise policy and apply it successfully. SKILLS: High level of coordination and liaison skills, presentation planning for safety projects. Management skills. Leadership and administrative skills. Report writing skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven computer literacy. Ability to interact professionally and effectively with diverse stakeholders. High level communication skills with ability to make presentations. Decision making; problem solving and labour relations. Proven ability to conceptualise, initiate and support organisational transformation and change in order to successfully implement new initiatives and deliver in line with service delivery commitments. PERSONAL ATTRIBUTES: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. High level of reliability, Ability to act with tact and discretion.

- DUTIES** : Promote and monitor an integrated approach towards Social Crime Prevention in the North West Province. Promote and monitor good community police relations. Give strategic direction to the Directorate by inter alia, developing an annual performance and operational plan for the Directorate and managing the Directorate's resources. Prepare and submit reports on activities of the Directorate. Represent the Department on various boards, committees and liaison structures between the various spheres of Government.
- ENQUIRIES** : Ms N Num Tel Nr: 018 200 8030
- NOTE** : The successful candidate will be required to sign a performance agreement and will be subjected to a technical exercise, competency assessment and security clearance.

OTHER POSTS

- POST 26/117** : **DEPUTY DIRECTOR - INTERNAL COMMUNICATIONS REF NO: 04/2017/18**
Directorate: Communication Services

- SALARY** : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Grade 12 plus three year National Diploma or Bachelor's Degree in Communications / Public Relations / Marketing. Five (5) to ten (10) years relevant work experience in Communication environment of which three (3) years must be at junior management level. Valid driving license. KNOWLEDGE: Knowledge of Communication Strategies. Public Service Act, PFMA and accompanying Treasury Regulations Act and relevant Regulations. Public Service Code of Conduct. SKILLS: Communication skills (verbal and written) and decision making skill. 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. Understanding of new media/social media. Ability to use camera. Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint. Report writing and presentation skills.

- DUTIES** : Develop communication strategies and policies in line with the communication framework. Ensure proper management and administration of the Internal Communication Sub-Directorate. Manage the implementation of communication policies, strategies and procedures. Manage and monitor the release of publications and develop an information distribution strategy. Commission the production of written and visual material. Facilitate communication between the office of the Executive Authority, Department and other stakeholders. Coordinate the inputs for Senior Management Speeches. Manage marketing, advertising, branding of corporate image. Produce material

for Departmental online media, in order to keep employees informed of current affairs. Manage human resources and the assets of the Sub-directorate to ensure the smooth running of the Sub-directorate.

ENQUIRIES : Mr TR SEMATLE, TEL Nr 018 200 8010

POST 26/118 : **DEPUTY DIRECTOR - OVERSIGHT MONITORING REF. NO: 05/2017/18**
Directorate: Oversight Monitoring And Evaluation

SALARY : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE REQUIREMENTS : Head Office – Mahikeng
Grade 12 plus three year National Diploma or Bachelor Degree in Criminal Law. Five (5) to ten (10) years relevant work experience in Monitoring and Evaluation, Policing or on Safety and Security Environment which three (3) years must be at junior management level. Valid driving license. KNOWLEDGE: Extensive knowledge in Public Finance Management (PFMA). Civilian Secretariat for Police Services Act. Safety and Security Policies. White Paper on Safety and Security. White Paper on Policing. Transformation Policies. National Crime Prevention Strategy. South African Police Services Act and Policies. Performance and Resources Management. SKILLS: Management skills. Monitoring and Evaluation. Investigations. Project Management. Report Writing, Communications. Conflict Management. Policy Analysis and Computer Literacy. Ability to work under pressure and long hours.

DUTIES : Manage civilian oversight over the South African Police Service (SAPS): Analysing data on policing. Manage and oversee transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system. Manage investigation of complaints. Manage determination of policing priorities. Manage the monitoring of SAPS compliance to Domestic Violence Act. Manage oversight of police station visits, based on the implementation of the monitoring and evaluation tools. Manage and monitor the implementation of recommendations by the SAPS. Participate in review of the Monitoring Tool Framework, Guidelines and development of policies. Compile reports. Manage human resources and the assets of the Sub-directorate to ensure the smooth running of the Sub-directorate.

ENQUIRIES : Ms D Letsapa Tel No: 018 200 8042

POST 26/119 : **DEPUTY DIRECTOR SECURITY AND FACILITIES MANAGEMENT REF. NO: 06/2017/18**
Chief Directorate: Corporate Services

SALARY : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE REQUIREMENTS : Head Office – Mahikeng
Grade 12 plus three (3) year National Diploma or Degree in Security Management. Five (5) to ten (10) years relevant work experience in Security and Facilities Management field which three (3) years must be at junior management level. Valid driving license. No criminal record (Proof to be attached). KNOWLEDGE: Knowledge and understanding of security policies/legislation. Project Management. Knowledge of MPSS and MISS. Loss control policies. SKILLS: Computer literacy. Problem solving skills, Communications skills, Presentation skills, Report writing, Conflict Management, Stress management and Time management.

DUTIES : Review internal security management policy. Monitor, evaluate and manage security systems. Monitor contracted security service provider. Conduct security threats and risks assessment at Departmental facilities. Develop and implement facilities evacuation plan. Coordinate Departmental office space. Facilitate infrastructure maintenance. Liaise with relevant stakeholders (SAPS, SSA etc) on security related issues. Manage safety and security at Departmental events; Coordinate and manage messenger, cleaning and transport services.

- ENQUIRIES** : Ms. S Mpolokeng 018 200 8021
- POST 26/120** : **DEPUTY DIRECTOR: PUBLIC TRANSPORT CONFLICT MANAGEMENT REF NO: 07/2017/18**
Directorate: Operator License And Permits.
- SALARY** : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.
- CENTRE REQUIREMENTS** : Head Office – Mahikeng
Grade 12 plus three year National Diploma or Bachelor's Degree in Transport Management/Bachelor of Law. Five (5) to ten (10) years relevant work experience in Transport Management of which three (3) years must be at junior management level. Valid driving license. KNOWLEDGE: Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Ability to interpret legislation and implement it accordingly. SKILLS: Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation skills. Assertive and confident approach to the Taxi Industry challenges.
- DUTIES** : Handle conflict within the taxi industry in consultation with all Five Regional Taxi Councils. Manage Personnel within the Conflict Management Component. Forge partnership with relevant stakeholders. Investigate and monitor conflict throughout the province. Advise the Public Transport Operators in connection with conflict and all matters related thereto. Manage Public Transport related to conflicts in the Province. Identify and mitigate all risks within the Sub-Directorate.
- ENQUIRIES** : Ms M Dayel Tel No: 018 200 8027
- POST 26/121** : **ASSISTANT DIRECTOR-OPERATOR LICENSE AND PERMITS REF NO: 08/2017/18**
Directorate: Operator License And Permits
- SALARY** : R334 545pa (SL 09)
- CENTRE REQUIREMENTS** : HEAD OFFICE
Grade twelve (12) plus three year Diploma/Degree in Transport Economics/Management. Three (3) to five (5) years relevant experience in Transport management environment of which two (2) years must be at supervisory level. A valid driving license. KNOWLEDGE: Public Transport Policies and Public Service Prescripts. A thorough knowledge of National Land Transport Act No 5 of 2009 and its Regulations and Guidelines on Special Operating Procedures governing the Public Transport Industry. Acceptable understanding of the Public Financial Management Act. SKILLS: Communication skills, Ability to interface between the different levels in relation to the Departmental Strategic Plan and Annual Performance Plan. Ability to interpret legislation and implement it accordingly. Strong Liaison and negotiation skills. Monitoring and evaluation skills. Assertive and confident approach to the Industry challenges.
- DUTIES** : Manage the operating license administration process. Coordinate and consolidate monthly and quarterly reports. Serve as interface between Head Office and the district in relation to the Departmental Strategic Plan and Annual Performance Plan. Supervise output of District staff. Implement remedial actions as suggested by Monitoring & Evaluation Unit Coordinate and facilitate Provincial Regulatory Entity activities affecting the district. Ensure that the Portfolio of Evidence is arranged for Monitoring and Evaluation Unit.
- ENQUIRIES** : Ms M Dayel 018 200 8027
- POST 26/122** : **OFFICE MANAGER (TRANSPORT OPERATION) REF NO: 09/2017/18**
Chief Directorate: Transport Operations
- SALARY** : R334 545 pa (SL 09)
- CENTRE REQUIREMENTS** : Head Office – Mahikeng
Grade 12 Certificate. Appropriate recognized three year Diploma/Degree in Office Administration/Office Management and Technology/Management

Assistant/Secretarial. At least five (5) to ten (10) years' experience in secretarial/administrative/coordination environment. A valid driver's license will be an added advantage. KNOWLEDGE: Budget process/compiling a small budget. Overall control of budget within component. Understanding of policies and relevant acts. Usage of office equipment. Plan and organize activities and resources of the component. Coordination of own work and that of others. Compilation of management reports. SKILLS: Proven strategic management and leadership skills. Oral and written communication skills. High level of computer literacy in MS Office (Excel, Access, Word Power point, MS Project). Excellent interpersonal skills. Project Management skills. Risk Management skills. Ability to work well under pressure. Ability to adhere to responses and deadlines timeously. Ability to work irregular hours. Relation and customer service orientation. Proper usage of office equipment.

DUTIES : Provide and maintain access and security of information and documents. Render programme Coordination support to the manager. Compile reports for the Chief Directorate. Coordinates assigned activities with other divisions, departments, outside agencies and the general public. Identify management, staff, and clerical support requirements. Make recommendation regarding budget requirements. Analyse, recommend or implement operating systems and procedures. Perform administrative duties relating to the Chief Directorate such as assisting in preparing report and minutes of meetings and compiling annual budget requests. Provide information and advice concerning specialized or technical services rendered and related office functions on request. Develop and implement/maintain operating policies and procedures.
Ms M Dayel Tel No: 018 200 8027

ENQUIRIES :
POST 26/123 : **ASSISTANT DIRECTOR - MONITORING AND EVALUATION REF NO: 10/2017/18**
Directorate: Strategic Planning, Monitoring And Evaluation

SALARY CENTRE REQUIREMENTS : R334 545pa (SL 09)
: Head Office
: Grade twelve (12) plus Three year Diploma/Degree in Administration or equivalent qualification, Specialization or major course in Monitoring and Evaluation will be an added advantage. Three (3) to five (5) years relevant experience in the field of monitoring and evaluation in the Public Service of which two (2) years must be at supervisory level. A valid driver's license. KNOWLEDG Knowledge of the strategic direction of Government Planning, monitoring and evaluation frame works. Knowledge and procedures for auditing programmes. Validating Portfolio of Evidence. Evaluating programmes/projects. Knowledge of Project Management, Development and Evaluation. Strategic Planning and financial management. Policy formulation, implementation, coordination, analysis and interpretation. SKILL: Advanced computer skills. Facilitation and presentation skills. Report writing skills. Problem-solving and analytical skills. Written and communication skills. Sound organisational and Interpersonal skills. Excellent negotiation Skills. People Management skills. Attributes: Ability to adhere and respond to deadlines timeously. Ability to work irregular hours. Accountability on line functions. Ability to work under pressure. Willingness to drive and travel across the Province.

DUTIES : Compile and analyse Departmental monthly, quarterly and annual reports as per Treasury Regulations. Conduct performance information verification and validations. Facilitate and coordinate Departmental performance reviews. Capture non-financial data on Provincial Information Management System and QPR system. Develop and implement the monitoring and evaluation Framework. Coordinate MPAT Key performance area on monitoring and evaluation. Conduct and coordinate Departmental evaluation project. Manage key activities of the managed.

ENQUIRIES : Mr MJ Moilola, Tel No: 018 200 8060
POST 26/124 : **ASSISTANT DIRECTOR -MONITORING AND OVERSIGHT 2 POSTS REF NO: 11/2017/18**
Directorate: Oversight Monitoring And Evaluation

SALARY CENTRE : R334 545pa (SL 09)
: Head Office

REQUIREMENTS : Grade 12 plus three (3) year Diploma/Degree in Law or any related equivalent qualification. Three (3) to five (5) years relevant experience in monitoring and evaluation of policing or Safety and Security environment of which two(2) years must be at supervisory level. *A valid driver's license. **KNOWLEDGE:** Extensive knowledge in Public Finance Management. Safety and Security Policies. Transformation Policies. National Crime Prevention Strategy. South African Police Services policies. Performance and Resources Management. **SKILLS:** Monitoring and Evaluation. Research. Investigations. Project Management. Report Writing. Communications. Conflict Management. Policy Analysis and Computer Literacy. Ability to work under pressure and long hours

DUTIES : Provide a civilian oversight over the South African Police Service (SAPS): by conducting research and analysing data on policing. Monitor and oversee transformation of the SAPS. Monitor SAPS infrastructure development plan. Maintain an effective complaints management system, and conduct investigation of complaints. Monitor determination of policing priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight police station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor the implementation of recommendations by the SAPS. Participate in review of the Monitoring Tool Framework, Guidelines and development of policies. Compile reports. Manage key activities of the managed.

ENQUIRIES : Ms D Letsapa, Tel No. 018 200 8042

POST 26/125 : **ASSISTANT DIRECTOR - SOCIAL CRIME PREVENTION REF NO: 12/2017/18**
Directorate: Crime Prevention

SALARY CENTRE REQUIREMENTS : R334 545pa (SL 09)
: Head Office
: Grade twelve (12) plus an appropriate Bachelor's Degree/three year diploma in Social Sciences, Community Development or equivalent qualification. Three (3) to five (5) years relevant experience in the Criminal Justice System, Community Development field. A valid Driving License. **KNOWLEDGE:** Knowledge and understanding of the National Crime Prevention Strategy. Monitoring and Evaluation, and Project Management. **SKILL:** Community Mobilization skills. Coordination and facilitation skills. Supervisory skills. Presentation, negotiation and resource mobilization skills. Report writing and Computer Literacy skills.

DUTIES : Coordinate Departmental Social Crime Prevention campaigns. Coordinate Interdepartmental /Inter-sectoral Social Crime Prevention Campaigns. Establish and monitor community safety forums. Coordinate PJCPs community engagement programme. Stakeholder Mobilization/ Relations. Monitor and evaluate the impact of campaigns. Establish partnerships. Manage and assess performance of junior personnel.

ENQUIRIES : Ms K.F Nchoe Tel: 018 200 8099/96

POST 26/126 : **ASSISTANT DIRECTOR - SPECIAL PROGRAMMES REF NO: 13/2017/18**
Chief Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R334 545pa (SL 09)
: Head Office
: Grade twelve (12) plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Gender/ Youth Development/ Disability studies or equivalent qualification. Three (3) to five (5) years relevant experience in Special Programmes Coordination field, of which two(2) years must be at supervisory level . A valid driver's license. **KNOWLEDGE:** Knowledge of relevant legislation and policies (National Plan of Action for Children (NPAC) 2012-2017, White Paper on Rights of Persons with Disabilities 2016, Older Persons Act 2016 and National Youth Policy (NYP) 2015-2020). Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act 2000, Employment Equity Act 1998, White Paper on Affirmative Action 1998. Knowledge of Gender Equality Strategic Framework and Job Access Strategic Framework. **SKILLS:** Excellent communication (written and verbal) skills. Good interpersonal skills. Proven presentation skills. Leadership skills, Project Management skills. Computer literacy (MS Word, MS PowerPoint, MS Excel). Analytic and policy development skills. Monitoring and evaluation and reporting skills. Ability to conduct research, project management and administration

		skills. Good organizational skills. Human relation skills. Problem solving and conflict resolution skills. Service and result orientated.
<u>DUTIES</u>	:	Compile and analyse Departmental monthly, quarterly and annual reports as per Treasury Regulations. Conduct performance information verification and validations. Develop and maintain policies in line with departmental objectives on Special Programmes. Coordinate and facilitate the planning and management of Gender, Youth, Older Persons and Disability mainstreaming programmes and project in the Department. Raise awareness and build capacity on mainstreaming of Gender, Youth, Older Persons and Disability. Monitor and evaluate departmental objectives on Special Programmes.
<u>ENQUIRIES</u>	:	Ms. Gloria Tshepe, Tel No (018) 200 8152
<u>POST 26/127</u>	:	<u>ASSISTANT DIRECTOR - TRANSPORT SERVICES REF NO: 14/2017/18</u> Directorate: Public Transport Services
<u>SALARY</u>	:	R334 545pa (SL 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade twelve (12) plus an appropriate Bachelors Degree/Diploma in Transport Management/ Economics. Three (3) to five (5) years working experience in a Transport Management environment of which two (2) years must be at supervisory level. Valid Driver's License. KNOWLEDGE: Public Transport Policies and Public Service prescripts. A thorough knowledge and interpretation of National Land Transport Act and Related Policies. Sound knowledge of Transport Management Act. An acceptable understanding of the Public Finance Management Act (PFMA). SKILLS: Computer Literacy. Written and Verbal Communication Skills. Ability to interface between the different levels within, and in relation to the Departmental Strategic Plan and Annual Performance Plan. Investigative and Conflict Resolution skills. Ability to interpret Legislation and implement it accordingly. Strong liaison and negotiation skills. Assertive and confident approach to the Industry challenges.
<u>DUTIES</u>	:	Manage transport services administration process. Co-ordinate and consolidate quarterly and monthly reports. To promote and advise on various modes of transport strategies. Conduct investigations into transport related matters. Develop effective research communications mechanism. Conduct audits and determine data needs. Supervision of subordinates.
<u>ENQUIRIES</u>	:	Mr P. Mohono, Tel: (018) 200 8086
<u>POST 26/128</u>	:	<u>ASSISTANT DIRECTOR - INTERNAL CONTROL 2 POSTS REF NO: 15/2017/18</u> Directorate: Risk Management and Internal Control
<u>SALARY</u>	:	R334 545pa (SL 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade twelve (12) plus appropriate Bachelor's Degree or National Diploma in Accounting or Auditing. Three (3) to five (5) years relevant experience in Auditing/Finance or Internal Control Environment of which two (2) years must be at supervisory level. A valid driver's license. KNOWLEDGE: Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management, Walker/BAS Systems and, other Policies and Directives of the Department. Knowledge of Risk Management and Internal Control strategies/policies and directives. SKILLS: Good Communication, Report writing and Computer Literacy skills.
<u>DUTIES</u>	:	Assist in the development strategic and operational plans. Review policies and recommend improvements. Manage and coordinate departmental audits (Internal and External). Assist programme managers to develop audit action plans (internal and external) and monitor implementation thereof. Ensure that Department complies with all relevant legislations and policies through monitoring of the compliance framework. Manage key activities of the managed.
<u>ENQUIRIES</u>	:	Mr. P.P. Motsayathebe, TEL 018 200 8068
<u>POST 26/129</u>	:	<u>ASSISTANT DIRECTOR, ROAD SAFETY PROMOTIONS REF NO: 16/2017/18</u> Directorate: Road Safety Management (Promotions)
<u>SALARY</u>	:	R334 545pa (SL 09)
<u>CENTRE</u>	:	Head Office

- REQUIREMENTS** : Grade twelve (12) plus an appropriate three year Diploma/ Degree in Communications/ Marketing with specialization in Road Safety Management/ Road Traffic Safety or equivalent. A postgraduate degree with research will be added as an advantage. Three (3) to five (5) years relevant experience in Road Safety management of which two (2) years must be at supervisory level. A valid driver's license. KNOWLEDGE: Road Safety Management policies and procedures. Public Service prescripts. Knowledge of Public Finance Management Act, Project Management. SKILLS: Report writing and negotiations. Project planning. Meeting procedures. Good verbal and communication. Strong liaison and coordination. Computer Literacy. Research skill.
- DUTIES** : Develop Road Safety material. Manage the implementation of Road Safety Programmes. Coordinates Road Safety awareness campaigns. Monitor and evaluate Road Safety Promotions in the Province. Ensure effective and integral coordination of all marketing, branding and media liaison. Coordinates branding in all Road Safety events. Liaising with relevant stakeholders in the Province. Identify and analyse road safety needs within the Province.
- ENQUIRIES** : Ms Valencia Jonathan. Tel: 018 381 9116/36
- POST 26/130** : **ASSISTANT DIRECTOR – CHAPLAIN REF NO: 17/2017/18**
Directorate: Human Resource Management
- SALARY** : R334 545 pa (SL 09)
- CENTRE** : Head Office – Mahikeng (HRM)
- REQUIREMENTS** : Grade twelve (12) plus a recognized Bachelor's degree in Theology or equivalent qualification. Five (5) to ten (10) years work experience in pastoral field. A valid driving license. KNOWLEDGE: Practical application of Biblical knowledge and pastoral counselling, Diversity Management, Leadership, Planning and coordination of projects, understanding of Acts, Policies, Rules and Regulations including Public Service Act, Public Service Regulation, PFMA, Treasury Regulation, Batho Pele Principles and other related prescripts. SKILLS: Computer literacy (Microsoft Office Suite). Proven management ability and attribute of dynamic leadership skills. The ability to maintain positive interpersonal relations and to work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities. Proven skills in respect of report writing. Strong liaison and negotiation skills. Good written and verbal communication skills.
- DUTIES** : Provide spiritual empowerment and emotional support to departmental personnel. Provide spiritual counselling and support during distressful conditions. Provide working link between the department and the local churches. Promote organizational wellness. Facilitate diversity programmes. Coordinate the management of departmental employee interaction events. Develop and maintain an acknowledgement strategy.
- ENQUIRIES** : Ms Innocentia Selomane, Tel No. 018 200 8304