

**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.*

- APPLICATIONS** : 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, for attention Ms Gadifele Noge
- CLOSING DATE** : 04 August 2017 at 15H30
- NOTE** : 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 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.

**OTHER POSTS**

- POST 29/194** : **SENIOR ADMINISTRATIVE OFFICER (eNaTIS TRAINER) REF. NO: 20/2017/18**
- SALARY** : R281 418 per annum, Level 08
- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Appropriate three (3) years National Diploma/Degree in Transport Management / Business Administration / Public Management / Public Administration / Financial Management. Two (2) to five (5) years relevant working experience in eNaTIS environment of which two (2) years must be eNaTIS training experience. eNaTIS Certificate (Motor vehicle Registration and Licensing). Valid driving license. Facilitation course will be an added advantage. Knowledge: Knowledge of the NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. Skills: Computer Literacy. Report writing skills. Good verbal and written communication skills. Inter-personal relation skills. \*Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving skills and decision making. Facilitation skills.
- DUTIES** : Identify eNaTIS training and development needs through job analysis within eNaTIS offices. Design training and development programmes based on the needs of the offices and individual users. Work in a team to produce required and satisfactory results in the eNaTIS environment. Produce training schedules and individual learning plans for in-house training. Manage the training centre in the province. Conduct training on eNaTIS modules, eNaTIS Security Policy and all Legislative Prescripts in the eNaTIS environment. Evaluate training and development programmes. Monitor and review progress of trainees. Amend and revise programmes as necessary in order to adapt to changes occurring in the eNaTIS environment. Assist eNaTIS Users to solve transactional problems either one on one basis or in groups. Keep up to date with developments in training by reading relevant manuals and journals, going to meetings and attending relevant courses. Ensure that necessary equipments and

materials are available in the training centres at all times. Manage the performance and development of staff in the unit. Prepare and compile reports.

**ENQUIRIES** : MS B. Tshounyane, Tel no: (018) 388 1121

**POST 29/195** : **ICT SYSTEM ADMINISTRATOR REF.NO: 34/2017/18**

**SALARY** : R281 418 per annum, Level 08

**CENTRE** : Head Office - Mahikeng

**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification, A+ or N+. Two (2) to five (5) years experience in Information Technology Environment using relevant Intranet/Portal Development application and server support. KNOWLEDGE: ICT Policy interpretation. Good understanding of different ICT (Hardware and Software) Protocols and implementation. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. Good understanding of Microsoft technologies. Understanding of ICT legislative prescripts. SKILLS: Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal) skills. Policy implementation skills. Negotiation skills. Excellent interpersonal skills. Good customer relation. Service delivery driven.

**DUTIES** : Ensure departmental intranet/portal development for SharePoint site collections. Apply best practice to SharePoint sites. Implementing SharePoint governance in the department Documenting SharePoint configuration and architecture. Liaise with internal and external stakeholders to provide technical support. Monitor, analyse and report on systems performance. Identify system risks and opportunities. Contribute to building capacity within ICT technical stream and system users. Maintain integrity of the network, server deployment, and security

**ENQUIRIES** : MR O. Gabonnwe, Tel no: (018) 388 5685

**POST 29/196** : **ICT SECURITY OFFICER REF NO: 35/2017/18**

**SALARY** : R281 418 per annum, Level 08

**CENTRE** : Head Office – Mahikeng

**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three (3) year tertiary qualification in IT / Computer Systems Engineering / Information Systems Qualification. Security+ or N+ or A+. Two (2) to five (5) years experience in Information Technology Environment. Information Security ISO/IEC 27001 certificate will serve as an advantage. KNOWLEDGE: ICT Security Policy interpretation. Good understanding of different ICT (Hardware and Software) Security Protocols and implementation thereof. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. ICT Security legislation(s) and Security Standards. SKILL: Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal) skills. Policy implementation skill. Negotiation skills. Excellent interpersonal skills. Good customer relation. Service delivery driven.

**DUTIES** : Ensure Information Security compliance, Monitor and administer ICT services according to the ICT Governance framework in order to ensure data is protected against cyber attacks. Monitor and run compliance and vulnerability assessments, as well as support and drive intrusion detection and prevention activities. Provide assistance in implementing ICT Security Policies and Standards, Controls and Requirements, as well as the remediation of non-compliances or vulnerabilities. Provide information security reports to management and support staff. Ensure security incidents and risks are dealt with quickly and efficiently. Monitor and provide reporting related to these risks. Responsible for providing expertise with regards to information security related strategies. Participate during ICT Security Policy development and implementation. Assist in conducting security awareness programs. Participate in and facilitate the identification, mitigation and containment of cyber-security incidents.

**ENQUIRIES** : Mr O. Gabonnwe, Tel no: (018) 388 5685

**POST 29/197** : **SENIOR ADMINISTRATION OFFICER (SECURITY SERVICES) REF. NO: 38/2017/18**

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent Plus three (3) years Degree/National Diploma in Security Management or any security related qualification; Two (2) to Five (5) years appropriate experience in the security environment; Finger print taking certificate will be an added advantage and valid driver's license. KNOWLEDGE: Knowledge and understanding of security policies/ legislation. Knowledge of MISS Document. SKILLS: Problem solving skills. Communications skills. Presentation skills. Report writing skills and Time management. Basic computer literacy;

**DUTIES** : Facilitate vetting of currently employed personnel. Facilitate vetting of newly appointed personnel. Conduct personnel security awareness campaigns. Conduct screening of service providers. Take finger prints on shortlisted candidates. Conduct personnel suitability checks (PSC) on all shortlisted candidates. Conduct personnel security assessments. Conduct declaration of oath of secrecy to all Departmental officials. Ensure information security and liaise with State Security Agency and other stakeholders for personnel security issues.

**ENQUIRIES** : Mr. Otladisa Neito, Tel no: (018) 200 8171

**POST 29/198** : **SENIOR ADMINISTRATIVE OFFICER (PUBLIC TRANSPORT SERVICES) REF. NO: 41/2017/18**

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three years National Diploma/ Degree in Transport Management/ Public Management/ Public Administration or Financial Management. Two (2) to five (5) years working experience in Transport Management (Public Transport Services) environment. A valid driving license. KNOWLEDGE: Must have knowledge of National Road Traffic Act, knowledge of National Land Transport Act and other Public Service related Legislation. SKILLS: Computer Literacy. Report writing skills. Good verbal and written communication. Interpersonal relation and Customer/ Client oriented. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

**DUTIES** : Provide efficient and effective assistance to the transport services administration process. Offer support and advice on various modes of transport strategies. Verify all applications captured on the system by users. Ensure that all daily captured documents are correct and properly filed. Manage the performance and development of staff in the Unit. Compile statistical reports and participate in meetings and workshops.

**ENQUIRIES** : MR Patrick Mohono, Tel no: (018) 200 8086

**POST 29/199** : **ARTISAN FOREMAN GRADE A (MOTOR MECHANIC) REF NO: 44/2017/18**

**SALARY** : R267 756 per annum, Level 07  
**CENTRE** : Brits X 01, Rustenburg X 02  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. An appropriate trade test certificate (Motor Mechanic). Five (5) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 08 and PDP. KNOWLEDGE: Sound knowledge of Fleet management. Road Transport Quality system (R.T.Q.S). Technical design. Knowledge of Public service policies, rules and regulations, including inter alia Public Service Act and PFMA and Batho pele Principles. Knowledge of OHS, PMDS, Labour relations Act. Technical application. SKILLS: Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytical skills. Ability to communicate at all levels. Able to work under pressure. Team work and supervision. Ability to interact with other Provincial Departments. Attributes of a dynamic leadership skills. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.

**DUTIES** : To manage all aspects of technical design, production, operation and maintenance activities. Manage technical services. Manage District fleet utilization. Administer

motor accidents. Manage technical services and support in conjunction with Artisans and associates in field, workshop and technical office activities. Ensure quality assurance in line with specifications.

**ENQUIRIES** : MS R.H Diale, Tel no: (014) 523 5727

**POST 29/200** : **ADMIN CLERK SUPERVISOR REF NO: 42/2017/18**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Phokeng Registering Authority x 02, Mogwase Registering Authority X 02  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. eNaTIS Certificate (Motor Vehicle Registration and Licensing). KNOWLEDGE: Knowledge of the NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. SKILLS: Computer Literacy. Report writing skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

**DUTIES** : Render the supervision services within the Registering Authorities. Provide and supervise the efficient and effective assistance to customers and other eNaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected / drop box slip against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds collected are safely kept during the day. Check transactions documents performed by cashiers against R324 report. Account for all allocated Face Values. Ensure compliance to NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction (RT1194KA). Ensure that necessary equipment and materials are available at all times. Manage the performance and development of staff in the unit. Compile monthly reports.

**ENQUIRIES** : MS I. Senokwane, Tel no: (018) 388 1231

**POST 29/201** : **ADMINISTRATION CLERK SUPERVISOR (TRAFFIC LAW ADMINISTRATION) REF NO: 21/2017/18**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS and Abnormal Loads Permits environment. KNOWLEDGE: Knowledge of the NRTA, PFMA, Treasury Regulation and other Public Service related Legislation. SKILLS: Computer Literacy. Report writing skills. Good verbal and written communication skills Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

**DUTIES** : Render the supervision services within the provincial DLTC, VTS and Law Enforcement agencies. Supervise the reconciliation of cash collected against the performed transactions. Ensure that public funds collected are safely kept during the day. Account for all allocated Face Values. Administer the issuing of abnormal loads permits. Supervise the registration of authorized officers and MIBS. Administer the driving license queries. Compile monthly reports

**ENQUIRIES** : Ms S Magomotso, Tel no: (018) 381 9178

**POST 29/202** : **ADMIN CLERK SUPERVISOR (eNATIS HELP-DESK) 2 POSTS REF NO: 23/2017/18**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. e-Natis Training Certificate. Valid driving license. KNOWLEDGE: Knowledge of the National Road Traffic Act, Act No. 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. SKILLS: Computer Literacy. Report writing skills. Good verbal and written communication skills, Interpersonal relation skills, Ability to act with stakeholders. Planning and organising skills, Ability to work under pressure, Problem solving and decision making skills.

- DUTIES** : Render the supervision of administration clerks within the Provincial eNaTIS Help desk Unit. Provide efficient and effective assistance to registering authorities and other eNaTIS users. Periodic review of transactions captured on the system by Users. Ensure that all daily captured documents are filed. Ensure compliance of documents received from registering authorities to the National Road Traffic Act, Act No. 93 of 1996 and the eNaTIS Help Desk. Minimum Requirements for sensitive Transaction requirements. Manage the performance and development of staff in the unit. Compile monthly performance reports.
- ENQUIRIES** : MS. M P Mambo, Tel no (018) 388 1112

#### **DEPARTMENT OF PUBLIC WORKS AND ROADS**

***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. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.***

- APPLICATIONS** : All applications must be forwarded to the Head of Department: Public Works and Roads, Private Bag X2080, Mmabatho 2735, for, Hand deliver to Office No. 160, 1st Floor, New Building Head Office in Old Parliament Complex, Modiri Molema Road, Mmabatho.

**FOR ATTENTION** : Mr M.E. Khauoe

**CLOSING DATE** : 11 August 2017

**NOTE** : Applications must be accompanied by a signed Z83 Form and a recently updated comprehensive CV, as well as originally certified copies of all qualification(s) including Grade 12/Senior Certificate, certified ID-document and the names of three contactable referees. 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 Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number in their applications. 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. The Department reserves the right not to make an appointment. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 29/203** : **CHIEF FINANCIAL OFFICER REF NO: H/O 22/2017**

**SALARY** : R1 042 500 per annum (An all-inclusive package can be structured in accordance with the rules of Senior Management Service - SL 14)

**CENTRE** : Head Office, Mmabatho Public Works & Roads

**REQUIREMENTS** : Qualification and Experience: Grade 12 certificate and Postgraduate qualification In Financial Management/Accounting, 10 years' experience in a financial management environment, of which 5 years should have been at Senior Management level from Public Service and equivalent level from Private Sector, Valid driver's license. Competencies: Knowledge of GRAP, PFMA, Treasury Regulations and Guidelines, Public Service Anti-corruption and Fraud Prevention measures, Knowledge of Government's accounting and financial systems and Public Service legislative frameworks, Financial management, Strategic capability and leadership, Programme and project management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity, Planning and stakeholder relationship management skills, including the ability to liaise and operate within intergovernmental context •Policy formulation and analysis skills.

**DUTIES**

: Establish and maintain financial management structures• Support and advise the Head of Department (Accounting Officer) pertaining to matters that have strategic and financial implications and assist Senior Managers in the execution of their functions• Oversee the departmental budget preparation process, provide advice and support to stakeholders and review the final draft budget before submission to relevant authorities• Manage the engagements with auditors• Review and manage the finalisation of quarterly and annual financial statements• Provide financial and supply chain management strategic support to internal stakeholders• Ensure the effective and efficient, economical and transparent use of financial and other departmental resources (including assets)• Utilise applicable systems for monitoring and reporting of procurement, expenditure, assets and liabilities.

**ENQUIRIES**  
**NOTE**

: Mr. P. Mothupi, Tel no: (018) 3881435

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessment). Appointed candidate will be required to sign Performance Agreements and annually disclose financial interests. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.