

**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>	:	20 October 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. 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 40/113</u>	:	<u>DIRECTOR –LAW ENFORCEMENT REF.NO: 54/2017/18</u> Directorate: Law Enforcement (This is a re-advertisement; candidates who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R948 174.00pa (all – inclusive package which include basic salary of 70% of the Package) and a flexible portion that may be structured in terms of the applicable SMS guidelines).
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Mahikeng Grade 12 plus NQF Level 7 qualification in any road safety discipline, Law, Policing, Transport and road traffic management coupled with 10 years working experience in the field of traffic Law enforcement of which 5 years must be at Middle/ Senior Management level .Driving Licence. Proof of no Criminal record to be attached. Computer Literacy. Knowledge: Proper implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of Law Enforcement documents, operator fitness inspection, investigations, working knowledge of applicable legislations- Public transport and traffic environment.
<u>DUTIES</u>	:	Determine & Evaluate proper implementation of Road Traffic Management Strategies & policies to meet the Departmental Mandate. Oversee the proper Management of Road Traffic Management Information for the prevention, detection and policing of Road Traffic Incidents and offences. Manage District Traffic, Overloading Control and Road Transportation Matters. Oversee the Proper administration on Licensing and Administration. Oversee the monitoring of Compliance by all Vehicle Testing and Driver License Testing

Centres. Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic goals. Provide strategic guidance and leadership to law enforcement officials
Mr Molefi Morule, Tel : 018 381 9100

ENQUIRIES

OTHER POSTS

POST 40/114

CONTROL PROVINCIAL INSPECTOR- HEAD OFFICE REF. NO. : 55/2017/18
Directorate: Law Enforcement

SALARY

Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, 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 employee contract.

CENTRE REQUIREMENTS

Head Office – Mahikeng
Grade 12 plus 3 year Diploma/Degree qualification in any road safety discipline, Policing, Transport and road traffic management. 7 - 10 Years' experience working in the field of Traffic Law enforcement of which at least 3 - 5 Years' experience must be at Junior Management. Valid Driving License .No Criminal record. Knowledge: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance management, Finance management, Records management, Public Information Management, Risk management, Change management, Project management. Skills: Customer management, Results/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict management, Self-management, Time management,

DUTIES

Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/ assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of Reports. Coordinate the Audit Process.

ENQUIRIES

Mr Molefi Morule, Tel : 018 381 9100

POST 40/115

DEPUTY DIRECTOR (ACQUISITION MANAGEMENT) REF.NO:56/2017/18
Directorate: Supply Chain Management

SALARY

Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, 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 employee contract.

CENTRE REQUIREMENTS

Head Office – Mahikeng
Grade 12 plus three year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. Knowledge: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. Skills: Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/ innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES

Monitor the rendering of price quotations and bid administrations. Monitor the rendering of contract management services. Monitor the administration of acquisition management plans in line with HRM practices, eg PMDS, training and on the job coaching. Render Secretariat services to the Departmental Bid Committees. Coordinate budget projection for the unit.

ENQUIRIES

Mr. S. Maduma, Tel Nr (018) 200 8057

<u>POST 40/116</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF. NO: 59/2017/18</u> (Motor Vehicle Accident Management) Directorate: Government Motor Fleet
<u>SALARY</u>	:	R 281 418 pa (SL 08)
<u>CENTRE</u>	:	Head Office- Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus National Diploma/Bachelor Degree in Public Administration/Transport Management. Two (2) to five (5) years relevant working experience in accidents and records management. Knowledge: Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of Transport Circular No. 4 of 2000. Skills: Computer literacy. Good interpersonal relations. Filling system skills.
<u>DUTIES</u>	:	Management of Accidents registry with regard to pool vehicles within the Province. Ensure proper reporting of accidents by district offices (Government Garages) and compliance in terms of Transport Circular No. 4 of 2000. Liaise with internal and external stakeholders with regard to accident queries. Opening and dispatching of accidents files to relevant officials in terms of Treasury Regulation, PFMA and Transport Circulars. Provide any other administration duties that would assist in improving service delivery. Ensure that all accident matters are referred to Legal Services for legal opinion. Compile monthly and quarterly reports with regard to accidents. Provide Supervisory duties.
<u>ENQUIRIES</u>	:	Ms M Phakedi, Tel Nr (018 200 8217)
<u>POST 40/117</u>	:	<u>SENIOR ADMINISTRATION OFFICER (WHITE FLEET MAINTENANCE) REF. NO: 60/2017/18</u> Directorate: Government Motor Fleet
<u>SALARY</u>	:	R281 418 pa (SL 08)
<u>CENTRE</u>	:	Ngaka Modiri Molema District- Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus three years tertiary qualification in Transport Management. Fleet Management course. Three (3) to Five (5) years relevant working experience in Fleet/Transport Management. Knowledge: Public passenger transport legislation. Public service policies rules and regulations. Knowledge of Fleet Management. Basic Mechanical Knowledge. SKILLS: Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. A valid driver's license.
<u>DUTIES</u>	:	Issue pre authorization number to the service providers. Load turn-downs to Standard Bank for the Vehicles repairs. Register/File records for vehicles documents such as TSD 139, Quotations and addendum A&B. Facilitate the collection of invoices from various merchants. Ensure the compilation of monthly expenditure reports and their submission. Execute the supervisory role on the supervisees.
<u>ENQUIRIES</u>	:	Mr. KG Seagiso, Tel Nr (018 38 9200)
<u>POST 40/118</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (OPERATING LICENSE ADMINISTRATION) REF.NO: 62/2017/18</u> Directorate: Transport Operator Licence and Permits
<u>SALARY</u>	:	R226 611pa (SL 07)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Momapti
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in operating license. Knowledge: Public passenger transport legislation. Public service policies rules and regulations. SKILLS: Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. Sound judgement. A collaborate approach to challenges.
<u>DUTIES</u>	:	Receive applications for Operating Licenses. Capture and register applications onto the system. Advertise applications for Operating License for Public opinion. Coordinate Transport operator licence and permits meetings/sittings. Capture transport operator licence and permits decisions and issue decision letters to respective applicants. Print and issue Operating License applicants. Develop a database for the public transport sector. Interact with eNaTIS. Write reports.

ENQUIRIES : Ms B. Bopalamo, Tel Nr (018 388 5316)

POST 40/119 : **DRIVER INSTRUCTOR (DRIVER TRAINING) REF.NO: 63/2017/18**
Directorate: Government Motor Fleet

SALARY CENTRE REQUIREMENTS : R226 611pa (SL 07)
: Head Office
: Grade 12 Certificate plus advanced driving Certificate or Defensive Driving Certificate (Instructors/Examiners).A valid driver's license (EC 1 or EC).Three (3) to Five (5) years relevant working experience in Driver Instructor field. Knowledge: Defensive driving. Knowledge of Driving. Knowledge of Transport Act. Public Service Policies rules and regulations. Skills: Defensive Driving Skills, Computer literacy. Good interpersonal relations. Decision making. The ability to work under pressure. Ability to recognize safety hazards. Ability to interact with different employees of different Departments. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. A collaborate approach to challenges.

DUTIES : Conduct driving course pre-test i.e. theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre-Trip Inspection (External and Internal) driving as we suppose to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members.

ENQUIRIES : Ms R. Whati Tel Nr (018 200 8149)

DEPARTMENT OF LOCAL GOVERNMENT AND HUMAN SETTLEMENTS

The North West Department of Local Government and Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

APPLICATIONS : Completed applications should be forwarded to the Director: Human Resource Management : Department of Human Settlements and Local Government, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Mrs Boipelo Kupi

CLOSING DATE : 13 October 2017 @ 16H30

NOTE : Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications and identity document, a comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA).Failure to comply with the above requirements will result in the disqualification of the application. NB: the department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only

OTHER POSTS

POST 40/120 : **DEPUTY DIRECTOR WASTE MANAGEMENT REF NO: LG&HS 10/17-18**
Directorate: Integrated Municipal Infrastructure

SALARY CENTRE REQUIREMENTS : R 657 558 p.a. all inclusive remuneration package (SL- 11)
: Head Office (Mmabatho)
: Matric/Grade: 12 or equivalent. Diploma/Degree in Public Administration/Management/Waste Management or any other relevant qualification. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years managerial experience, Project Management, Conflict Management,

- Communication and Basic Financial Management. Skills: Knowledge of National Environment Management: Waste Act (59/2008), Labour Relations Act, Public Service Act No 1 of 1994, Municipal Structures Act (Act No 107 of 1998), Municipal Systems Act (Act No 32 of 2000), Public Finance Management Act, Division of Revenue Act.
- DUTIES** : Manage the development, review and implementation of Integrated Waste Management Plans (IWMP). Manage the process of landfill sites registration. Facilitate the implementation of waste management by-laws. Develop and Facilitate capacity building initiatives to municipalities on waste. Ensure proper establishment of fora at district level where all stakeholders are represented. Human Resource Management/ Supervisory Function.
- ENQUIRIES** : MR M Monageng Tel: 018 388 2177
- POST 40/121** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: LG&HS 11/17-18**
Directorate: Strategic Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R 657 558 p.a. all inclusive remuneration package (SL- 11)
: Head Office (Mmabatho)
: Matric/Grade: 12 or equivalent. Diploma/Degree in Public Management/Strategic Management or related subject/field. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years' experience in Monitoring and Evaluation field. Knowledge of Monitoring and Evaluation systems, Administrative procedures. Knowledge of the PFMA. Skills: Sound report writing and Computer skills, Organizing and Planning skills, Good Communication skills, Basic document management skills, Teamwork orientation, Financial Management Skills, Honesty and Integrity, the ability to work long hours, Good Interpersonal relations, the ability to work under pressure, Initiative and creative, Time management skills and knowledge of Audit.
- DUTIES** : Implement the reporting instruments and tools on Monitoring and Evaluation. Liaison with Provincial Internal Audit and Auditor General on audit of Predetermine objective and respond to audit exceptions. Oversee the implementation of Provincial Monitoring and Evaluation system in the Department. Review and implement the Performance Management Information Framework. Coordinate and Consolidate monthly reports i.e. SOPA, EXCO, VTSD and Operational Plan. Coordinate and consolidation of Annual Report. Establish early warning systems and monitoring of reporting on the performance of the Department. Manage Resources in the sub-directorate.
- ENQUIRIES** : MR M.S Radebe Tel: 018 388 4456
- POST 40/122** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: LG&HS 12/17-18**
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R 657 558 p.a. all inclusive remuneration package (SL- 11)
: Head Office (Mmabatho)
: Matric/Grade: 12 or equivalent. Diploma/Degree in Risk Management or related field. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years experience at Middle Management. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to Public Sector environment, knowledge of Public Finance Management Act and Treasury Regulations. Skills: Strategic capability and Leadership skills, Good Communication (written and verbal) and Liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and Organising skills, Analytical skills, Monitoring and Evaluation skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills, Investigation skills. Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, Integrity and Trustworthy.
- DUTIES** : Provide guidelines, advice and support to teams conducting various Risk Management applications/exercises. Evaluating results achieved, collating information and prepare reports. Consolidation of and expansion on recommendations to improve approaches, processes and methods. Development, implementation of, and ensure adherence to Risk Management

Policies and Procedures. Input into the formulation and implementation of Directorate's plans, budget, cash flow estimates and other resource requirements. Formulation and implementation of an effective Risk Management Strategy. Manage the KPA's of team members. Provide guidelines, advice and support to teams conducting various Risk Management applications/exercises. Evaluating results achieved, collating information and prepare reports. Consolidation of and expansion on recommendations to improve approaches, processes and methods. Monitor adherence to the Departmental Risk Management Policy and Fraud Prevention Plan and establish quality assurance mechanisms to determine the effective implementation process within the Department. Internal and External liaison with Stakeholders. Develop Risk profiles for the Department. Develop, implement, manage and monitor a confidential database on investigations, special assignments and whistle-blowing case reports to analyze high risk exposure levels. Contribute to the Annual Report. Attend variety of meetings and fulfil various responsibilities on an assortment of committees and other bodies. Formulate, implement and manage an effective administrative process for the Risk Committee and the Directorate operations. Provide Technical advice and support to staff and the Department. Facilitate identification of emerging risks and update of risk registers. Prepare complete, relevant, reliable and timely Risk Management information for reporting to Management and other Governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans, Evaluate the overall effectiveness of other ad-hoc and administrative activities as may be delegated by the Chief Risk Officer to ensure effective implementation of Risk Management plan.

ENQUIRIES :

MS R.M.H Mohlabati Tel: 018 388 4768

POST 40/123 :

DEPUTY DIRECTOR: PROVINCIAL SUPPORT REF NO: LG&HS 13/17-18
Directorate: Disaster Management

SALARY :
CENTRE :
REQUIREMENTS :

R 657 558 p.a. all inclusive remuneration package (SL- 11)
Head Office (Mmabatho)
Matric/Grade: 12 or equivalent. Diploma/Degree in Disaster Management or Development Studies or other relevant qualification. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years' experience in the field of supporting sector Departments/SOEs. Knowledge of Disaster Management Policies and Legislation. Knowledge of Strategic Management Process. Skills: Skills in problem solving, Facilitation and Communication skills, Creativity and Innovation skills, Advanced Project Management.

DUTIES :

Establish and maintain integrated institutional capacity for Disaster Management. Facilitate and guide Provincial, National Departments and SOEs in conducting both generic and scientific Disaster Risk Assessment. Facilitate and guide Provincial, National Departments and SOEs with the Department and implementation of Disaster Risk Reduction strategies and programmes in line with the DMP, BCP, NDP, PDP and IDP. Establish and maintain integrated and rapid Disaster response systems and structures including Disaster simulation exercise. Facilitate and action the process of Disaster declaration, classification, damage assessment etc. Support Departments in implementing Disaster funded projects. Manage and lead the unit including Project Management and report writing.

ENQUIRIES :

MR M.J Rikhotso Tel: 018 388 4446

POST 40/124 :

DEPUTY DIRECTOR: HRD AND PMDS REF NO: LG&HS 14/17-18
Directorate: Human Resource Management

SALARY :
CENTRE :
REQUIREMENTS :

R 657 558 p.a. all inclusive remuneration package (SL- 11)
Head Office (Mmabatho)
Matric/Grade: 12 or equivalent. Diploma/Degree in Human Resource Management/Public Administration/Public Management/Human Resource Development or any other relevant qualification. A Valid driver's Licence. Competencies/Knowledge: Minimum of 3-5 years relevant experience in Middle Management level. Proficiency in the PERSAL system. In-depth knowledge, understanding and application of applicable legislation and regulatory framework such as, The Constitution of South Africa 1996, Public Service Act 1994 as amended, Public Service Regulation 2016, Public Financial Management Act 1996, Labour Relations Act etc. Deep knowledge

and experience in the application of relevant litigation and prescripts applicable to the Human Resource Management and Development such as, Basic Condition of Employment Act 1997, Skills Development Act, Labour Relations Act 1995, Employment equity Act 1998, Occupational Health and Safety Act 1998, White paper on transforming Public Service Delivery, White paper Human Resource Management in Public Services and other relevant legislation and prescripts, National and Provincial Skills Development Strategies. Skills: Strategic Planning, Leadership skills, Communication skills, Conflict Management, Financial Management, Project Management, Policy Development, Computer Literacy, Good Presentation and Facilitation skills.

DUTIES : Manage the development and implementation of Departmental workplace skills plan, annual training and annual report. Manage training and development of employees. Provide advice on the correct implementation of PMDS. Coordinate the process of performance agreements and performance assessments. Development and implementation of Departmental HRD implementation plan in-line with National HRD strategy. Develop, monitor, implement and review HRD and PMDS policies. Management of Financial and Administrative related functions of the Sub-Directorate.

ENQUIRIES : MR M.F Sepeng Tel: 018 388 4788

POST 40/125 : **TOWN AND REGIONAL PLANNER GRADE A (2 posts) REF NO: LG&HS 09/17-18**

Directorate: Housing Planning and Technical Services

SALARY CENTRE REQUIREMENTS : R 549 639 p.a. all inclusive remuneration package (SL- OSD)
: Head Office (Mmabatho)

: Matric/Grade: 12 or equivalent. A Bachelor's Degree/National Diploma/BTECH in Town/Urban and Regional planning. Compulsory registration with SACPLAN as Town and Regional Planner. A Valid driver's Licence. Competencies/Knowledge: 3 years post qualification in Town and Regional Planning experience required. Knowledge and understanding of Town and Regional planning. Knowledge and experience of Basic Project management process and principles. Legal and operational principles and methodologies of Town and Regional planning systems and principles, research and development. Knowledge of SPLUMA, Housing Act, PFMA, Municipal System Act, National, Provincial and Municipal policies, NDP, PDP, IDPs, SDFs, and LUSs. Skills: Planning, organising and execution. Application of Legislation and Policies in line with Town and Regional Planning. Computer-aided applications. Research and Report writing. Have analytical skills, Communication skills, team player and problem solving skills.

DUTIES : Provide technical guidance and support with the development and review of Provincial Multi-Year Housing Development Plan. Provide technical support with the review of Municipal Housing Sector Plans. Provide input and support with the review of the Human Settlements Development (HSDG) in terms of DORA. Provide support with the Implementation of the Provincial Housing Needs Register. Conduct research on aspects that relate to Town planning to ensure the viability of Human Settlements Projects.

ENQUIRIES : MR M.G Mashabane Tel: 018 388 5486

POST 40/126 : **ASSISTANT DIRECTOR: SECRETARIAT REF NO: LG&HS 16/17-18**

Directorate: Strategic Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R 334 545 p.a. all inclusive remuneration package (SL- 09)
: Head Office (Mmabatho)

: Matric/Grade: 12 or equivalent. Diploma/Degree in Public Administration or Related field. Competencies/Knowledge: 3-5 years relevant experience. Knowledge of related legislation and prescripts applicable in the Public service, such as Public Service Act of 1994, Public Service Regulation 2016, Public Finance Management Act 1999, other relevant legislations and prescriptions. Skills: Communication, Financial Management, Project Management, Computer Literate, Presentation and Conflict Management Skills.

DUTIES : Coordination of meetings of the Departmental Management Committee, Executive Management Committee, Extended Departmental Management Committee and other meetings of the Department that the Head of Department deem necessary. Recording of minutes during the Departmental Management Committee, Executive Management Committee, Extended Departmental

Management Committee and other meetings of the Department that the Head of Department deem necessary. Facilitating logistical support for planning and reporting sessions i.e Strategic Lekgotla and Quarterly Review and for Management meetings. Keep records/files of relevant structure discussed at these meetings. Develop schedules of different structures of the Departmental Management Committee, Executive Management Committee and Extended Departmental Management Committee. Develop and Implement the Secretariat Improvement Plan.

ENQUIRIES : MR M.S Radebe Tel: 018 388 4456

POST 40/127 : **ASSISTANT DIRECTOR: TRANSFORMATION REF NO: LG&HS 17/17-18**
Directorate: Strategic Planning, Monitoring and Evaluation

SALARY : R 334 545 p.a. all inclusive remuneration package (SL- 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade: 12 or equivalent. Diploma/Degree in Public Management/ Social Sciences or Related subject/field. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years relevant experience. Knowledge on the Public Service Act, White Paper on Transforming Public Service Delivery, Batho Pele Handbook, Change and Diversity Management, PMFA. Skills: Computer Literacy, Policy Interpretation and Application, Presentation Skills, Facilitation and Report writing Skills, Advanced verbal and written communication skills, Client orientation and customer focused skills, Analytical thinking, creative and innovative skills.

DUTIES : Coordinate the integration of Batho Pele Frameworks into Departmental Service delivery processes. Input on change and diversity management strategies. Coordinate transformation activities and events that embrace diversity and change within the Department. Facilitate Departmental Service Excellence and Service Delivery initiatives, including SDIP, Service Charter and Standards.

ENQUIRIES : Mr M.S Radebe Tel: 018 388 4456

POST 40/128 : **SENIOR ADMIN OFFICER: MIG REF NO: LG&HS 19/17-18**
Directorate: Integrated Municipal Infrastructure

SALARY : R 281 418 p.a. all inclusive remuneration package (SL- 08)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade: 12 or equivalent. Diploma/Degree in Public Management or any other relevant qualification. A Valid driver's Licence. Competencies/Knowledge: 2 – 5 years relevant experience in the same field of Administration. Sound knowledge of legislation, policies applicable to Local Government Environment and experience of administration and management, advanced computer skills with database will be an added advantage. Knowledge on MIG programme, Construction Contract Management, Advanced computer literacy, Local Government Legislations, Project Management, Division of Revenue Act, and Batho Pele. Skills: Communication, Leadership, Innovative, Report Writing, and Time Management Skills.

DUTIES : Coordinate and prepare all necessary reports to the relevant stakeholders in the Provincial and National Departments in terms of the Division of Revenue Act. Processing of related data and assist in report generation. Coordinate and Monitor project databases including National Management Information System MIG-MIS for all the Municipalities. Consolidate and keep records of project registrations, Cash flows and progress reports. Verify the accuracy of project registration processes, monthly reports as well as quarterly reports. Coordinate processes in relation to the payment schedules, Implementation plans, PMU Business Plans and annual reports for Municipalities. Manage Human and Financial Resources in the sub-directorate. Maintain discipline and attend to employee's grievance.

ENQUIRIES : Mr M Monageng Tel : 018 388 2177

POST 40/129 : **SENIOR ADMIN OFFICER: PMDS REF NO: LG&HS 20/17-18**
Directorate: Human Resource Management

SALARY : R 281 418 p.a. all inclusive remuneration package (SL- 08)
CENTRE : Head Office (Mmabatho)

- REQUIREMENTS** : Matric/Grade: 12 or equivalent. Diploma/Degree in Public Administration/Human Resource Management. Competencies/Knowledge: 2-5 years relevant experience. Knowledge, understanding and application of applicable legislation and regulatory framework such as, the Public Service Act, Public Service Regulations, Public Financial Management Act, Labour Relations Act etc applicable in the Public Service. Knowledge on Organisational and Government structures. Ability to analyse and interpret policies. Skills: Communication skills, Computer literate, Problem solving, Planning and analysing skills, Supervisory skills, Facilitation and presentation skills, and Report writing Skills.
- DUTIES** : Coordinate Performance Management and Development practices in the Department. Capture Performance Management and Development Systems (PMDS) information on PERSAL. Facilitate processing of performance appraisals. Coordinate PMDS workshops and briefing sessions. Monitor consistency in PMDS implementation.
- ENQUIRIES** : Mr L.M Mabusela Tel: 018 388 2326
- POST 40/130** : **ENGINEERING TECHNICIANS (2 post) REF NO: LG&HS 18/17-18**
Directorate: Integrated Municipal Infrastructure
- SALARY CENTRE REQUIREMENTS** : R 274 440 p.a. all inclusive remuneration package (SL- OSD)
: Head Office (Mmabatho)
: Matric/Grade: 12 or equivalent. Degree/National Diploma in Civil Engineering or equivalent. Compulsory Registration with ECSA as Engineering Technician. A Valid driver's Licence. Competencies/Knowledge: Minimum 3-5 years post qualifying experience in work related field. Knowledge of Infrastructure Management Systems, Advanced Project Management & Engineering procedures, MIG Programme, Project Management Engineering , Financial Management, Construction Contract Management, Advanced Computer Literacy. Knowledge of Public Service Reporting Procedures. Skills: Technical report writing, Strategic planning and Coordination. Good interpersonal, Motivation, Decision making, Communication, Leadership and Innovative Skills.
- DUTIES** : Facilitation of proper procedures during the prioritizing of infrastructure projects funded through National and Provincial Infrastructure grant funding. Maintain on-going Project Management and Report per project. Provide technical support on project facilitation on National and Provincial infrastructure grant funding. Facilitation of proper implementation and monitoring of various infrastructure programmes in the Province. Monitoring proper completion and closure of every infrastructure project by applying all procedural measures.
- ENQUIRIES** : MR M Monageng Tel: 018 388 2177