

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

*The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disability are encouraged to apply.*

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, No.2 Corner Sydney and Lennox Street, P.O.Box 1368, Kimberley, 8300
- FOR ATTENTION** : Ms.K.A Lekwene
- CLOSING DATE** : 30 April 2018
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications; identity document and updated comprehensive CV. Faxed applications will not be considered. The successful candidates will have to under security vetting. Candidates who have not been contacted within one month after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidates only.

**OTHER POSTS**

- POST 14/45** : **DEPUTY DIRECTOR: DISTRICT MANAGER REF NO: S4.1 /03/ 01**
- SALARY** : R779 295 – R917 970 per annum (All inclusive remuneration package) Level 12
- CENTRE** : Francis Baard District Office (Kimberley)
- REQUIREMENTS** : Recognised Bachelors' degree/ diploma, preferably in Public Administration, Social or Project Management, plus (3- 4) years credible and proven project development co-ordination experience, relevant to the successful execution of the key performance areas of the position. Good knowledge of the Public Service Policies and Legislation, Valid Code EB driver's licence, Willingness to work extra hours and travel extensively, Networking, verbal and written communication skills, Including reporting, Conflict Management as well as problem solving skills. A sound understanding of government's planning framework and the integrated development planning and budgeting process, Familiarity with the safety, security and policing environment and related legislation.
- DUTIES** : To provide professional operational management and leadership in respect of the provision of the functions and services assigned to the district office.
- ENQUIRIES** : Mrs.Nomakwezi Jonkers / Mr.Batsile Marekwa Tel: (053) 839 1738 or (053) 839 1795
- POST 14/46** : **DEPUTY DIRECTOR: DISTRICT MANAGER REF NO: S4.1 /03/ 02**
- SALARY** : R779 295 – R917 970 per annum (All inclusive remuneration package) Level 12
- CENTRE** : ZF Mgcawu District Office (Upington)
- REQUIREMENTS** : Recognised Bachelors' degree/ diploma, preferably in Public Administration, Social or Project Management, plus (3- 4) years credible and proven project development co-ordination experience, relevant to the successful execution of the key performance areas of the position. Good knowledge of the Public Service Policies and Legislation, Valid Code EB driver's licence, Willingness to work extra hours and travel extensively, Networking, verbal and written communication skills, Including reporting, Conflict Management as well as problem solving skills. A sound understanding of government's planning framework and the integrated development planning and budgeting process, Familiarity with the safety, security and policing environment and related legislation.
- DUTIES** : To provide professional operational management leadership in respect of the provision of the functions and services assigned to the district office.
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**POST 14/47** : **SENIOR LEGAL ADMINISTRATION OFFICER: MR6 (OSD) REF NO: S4.1 /03/03**

**SALARY** : R420 909 – R1 023.054 (All inclusive remuneration package)

**CENTRE** : Head Office: Kimberley

**REQUIREMENTS** : LLB Degree qualification or equivalent, eight years post qualification legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Competencies: Knowledge of Labour Relations Act. Verbal and written communication skills, leadership skills, analytical, performance management, problem solving. Batho Pele Principles. Computer literacy, financial management, strategic management, facilitation skills, departmental policies, analytical, interpretation of Acts and Regulations, presentation skills.

**DUTIES** : Attend to legal documents. Liaison with third parties. Manage misconduct investigations. Conduct training. Ensure proper management of staff within Legal Services Section

**ENQUIRIES** : Mr.Eubraim Crouch / Mr.Batsile Marekwa Tel: (053) 839 1754 or (053) 839 1795