

**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** : 10 August 2018 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 29/72** : **SENIOR ADMINISTRATION OFFICER (SECURITY SERVICES) REF NO: 03/2018/19**  
This is a re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R299 709 per annum (SL 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. K S. Khonkhobe, Tel No: (018) 200 8102

- POST 29/73** : **SENIOR STATE ACCOUNTANT (BUDGET CONTROL) REF NO: 04/2018/19**  
This is a re-advertisement, candidates who previously applied are encouraged to reapply.
- SALARY** : R299 709 per annum (SL 08)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent plus appropriate Bachelor’s Degree or National Diploma in Accounting or Auditing. 2 to 3 years relevant experience in Budgeting and expenditure management and monitoring. Knowledge: Knowledge of Public Finance Management Act, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. Skills: Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.
- DUTIES** : Provide support with regard to planning and budgeting process within the Department. Ensure effective implementation of the budget procedure manual and assist in formulating norms and guidelines for all budgeting responsibilities and provide advice in costing of projects and other budgeting processes. Ensure that budget is captured on Bas System, adjustments estimates including funds shifts as well as roll over funds. Prepare monthly early warning reports (in year monitoring) and identify budget deviation and report the projected shortfalls. Manage key performance responsibilities of the managed.
- ENQUIRIES** : Ms. L. Motshumi Tel No: (018) 200 8142
- POST 29/74** : **PRINCIPAL ROAD SAFETY OFFICER REF NO: 05/2018/19**  
This is a re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R299 709 per annum (SL8)  
**CENTRE** : Dr Ruth Segomotsi Mompoti District  
**REQUIREMENTS** : Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree in Education / Communications / Marketing / Road Safety. A code 08 Drivers / EB driving license. Two (2) to five (5) years experience in Road Safety field. Knowledge: Road Safety Management policies and procedures. Public Service prescripts. Project Management. Understand the current school curriculum. Skills: Presentation and coordination. Report writing. Computer Literacy. Understand integrating road safety into the school curriculum.
- DUTIES** : Administer Road Safety Education in all learning institutions within the District. Ensure the implementation of Road Safety Education projects and programmes. Ensure the implementation of Safety Awareness campaigns. Identify and analysis Road Safety needs within the Sub District. Monitor the implementation of Road Safety Initiatives. Manage key responsibilities areas (KRA) of staff.
- ENQUIRIES** : Mr M.S Thomas Tel No: (053) 927 4645/076 908 9698
- POST 29/75** : **LANDSIDE AND AIRSIDE OFFICER REF NO 06/2018/19**  
This is a re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R299 709 per annum (SL 08)  
**CENTRE** : Pilanesberg Airport  
**REQUIREMENTS** : Grade 12 Certificate and Degree/National Diploma/Diploma in Aviation/ Transport Management/Transport Economics/Commercial Pilot Training with two (2) to five (5) years experience at supervisory level. Relevant working experience in Aviation will be an added advantage. Knowledge: Must have experience of South African Civil Aviation Authority (SACAA) regulations pertaining to airport landside and Airside operations. Relevant experience in airport landside and Airside operations services. Skills: Must have ability to collaborate with other airport stakeholders to achieve a common goal. Must have ability to make effective decision regarding Airside and Landside operations during intense or emergency situations. Ability to listen & communicate effectively. Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public Must have ability to work under adverse conditions for prolonged

- periods of time. Code EB (Code 8) driving License Computer Literacy (Ms Word, Excel and PowerPoint).
- DUTIES** : Assist in developing & implementing airport operational policies & procedures to ensure the efficient operation and optimum safety & security of facilities. Direct the preparation & maintenance of Airside and Landside operations. Monitoring of CCTV systems, Terminals checks, fault and incident logging and reporting, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts. Maintain liaison with SACAA, air traffic controls tower and certification inspectors, airlines, airport tenants and other agencies. Perform other related duties and related tasks as assigned. Managing subordinates Perform other related duties and related tasks as assigned.
- ENQUIRIES** : Mr. O A.Baikgaki, Tel No: (018) 200 8089
- POST 29/76** : **SENIOR ADMINISTRATION OFFICER: LICENSING ADMINISTRATION**  
**SUPPORT REF NO: 07/2018/19**  
This is a re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R299 709 per annum (SL8)  
**CENTRE** : DR Kenneth Kaunda District  
**REQUIREMENTS** : Grade 12 certificate or equivalent plus three years National Diploma/Degree in Transport or any administrative related, coupled with (2) to (3) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. Knowledge: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. SKILLS: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours. OR Grade 12 certificate or equivalent plus 5 ten (10) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. Knowledge: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. Skills: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours.
- DUTIES** : Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed. OR: Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate

		PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.
<b><u>ENQUIRIES</u></b>	:	Mr. P.J Thaga, Tel No: (018) 200 8074
<b><u>POST 29/77</u></b>	:	<b><u>ARTISAN (SPECIALISED PRODUCTION) REF NO: 08/2018/19 (X3 POSTS)</u></b> This is a re-advertisement; candidates who previously applied are encouraged to reapply.
<b><u>SALARY CENTRE</u></b>	:	R269 931 per annum (OSD) Brits (X1 Post) Rustenburg (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. An appropriate trade test certificate in Motor Mechanic. Three (3) to Five (5) years experience in Fleet Management environment. Valid EC1 driving license 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 Labour relation Act and Technical applications. Skills: Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytic skills. Ability to communicate at all levels. Ability to work under pressure. Team work and working as an individual. Ability to interact with other Provincial Departments. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.
<b><u>DUTIES</u></b>	:	Attend to all aspects of technical design, Production, operation and maintenance activities. Perform technical services. Administer the utilisation of District fleet. Administer motor accidents. Provide technical services and support in conjunction with associates in field, workshop and technical office activities. Conduct quality assurance in line with specifications.
<b><u>ENQUIRIES</u></b>	:	MS. R.H Diale, Tel No: (014) 523 5727
<b><u>POST 29/78</u></b>	:	<b><u>HEAVY DUTY DRIVER REF NO: 09/2018/19</u></b> This is a re-advertisement; candidates who previously applied are encouraged to reapply.
<b><u>SALARY CENTRE</u></b>	:	R136 800 per annum (SL 04) Dr Kenneth Kaunda Government Garage
<b><u>REQUIREMENTS</u></b>	:	Abet (Grade 10) plus 5 – 10 years experience in a heavy duty field. Valid unendorsed heavy duty drivers license (EC1 or EC) preferably with PDP for goods. Knowledge: Knowledge of transport policies, inter alia transport circular No 4 of 2000 and working procedures in respect of working environment. Skills: Excellent Communication skills. People orientated. Ability to work under pressure and long hours. Knowledge of customer care.
<b><u>DUTIES</u></b>	:	Transporting state vehicles to and from various merchants and collect those as and when they have been repaired or maintained. Collect quotations and invoices from different merchants and assist with puncture repairs. Assist with driving in and around town in case of delivering mail and other officials who brought vehicles for repairs and maintenance. Assist with completing check list for loaned vehicles when being issued out and upon return. Assist during accident/breakdown recoveries. Assist during auctions preparations. Assist with the completion of log-sheet returns and conveying vehicles to fitment centres for maintenance. Ensuring cleanliness of state owned vehicles at all times. Ensuring roadworthiness and checking license discs if they have not expired. Being posted in standby functions. Adhere to customer care. Render driving services including as well as chauffer service to Provincial /Department's clients.
<b><u>ENQUIRIES</u></b>	:	Mr. H. Strobl, Tel No: (018) 200 8143

## OFFICE OF THE PREMIER

*The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions.*

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 10 August 2018
- NOTE** : Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

## MANAGEMENT ECHELON

- POST 29/79** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWOoP/19/07/01**  
Job Purpose: To coordinate the implementation of Anti-Corruption Programme of action and Security Management Services.
- SALARY** : R1 127 334 per annum (all-inclusive package Level 14)  
**CENTRE** : Provincial Office, Mmabatho  
**REQUIREMENTS** : Appropriate bachelor's degree and/ or equivalent (NQF level and Credits) and extensive experience in anti-corruption, fraud investigations and security management services of which five years must be at a senior managerial level. Extensive knowledge and understanding of Public Service prescripts on anti-corruption, fraud and security management. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
- DUTIES** : Development and implementation of Anti-Corruption, Forensic and Ethics programme in the province. Monitoring and evaluation of Anti-Corruption, Forensic and Ethics programme. Overall management of forensic and fraud investigations in the province. Development and implementation of the provincial security management policy. Monitor and evaluate the implementation of provincial security policy. Management of the Chief Directorate.
- ENQUIRIES** : Mr. B Chuma, Tel No: (018) 388 3099
- POST 29/80** : **CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REF NO: NWOoP/19/07/02**  
Job Purpose: To manage and facilitate service delivery monitoring support programmes and interventions.
- SALARY** : R1 127 334 per annum (all-inclusive package Level 14)  
**CENTRE** : Provincial Office, Mmabatho  
**REQUIREMENTS** : A bachelor's degree in Public Management/Public Administration or related field of study and/ or equivalent (NOF level and Credits). Extensive relevant experience in service delivery interventions of which five years must be at senior management level. Extensive knowledge and understanding of Public Service prescripts and knowledge of the community development programme in the public service will

serve as an added advantage. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

**DUTIES** : The management and coordination of district wide service delivery improvement support programmes and interventions. Monitoring and evaluation of service delivery in the four districts. Facilitate and coordinate public participation programme. Overall management of community development programme. Management of the Chief Directorate.

**ENQUIRIES** : Mr. T.J. Mawelela, Tel No: (018) 388 2696

**POST 29/81** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT SERVICES REF NO: NWOoP/19/07/03**

Job Purpose: To manage the provision and implementation of the executive support and stakeholder management services.

**SALARY** : R1 127 334 per annum (all-inclusive package Level 14)

**CENTRE** : Provincial Office, Mmabatho

**REQUIREMENTS** : A bachelors degree in Public Administration/ Management and/ or equivalent (NQF level and Credits). Extensive relevant experience of which five years must be at senior management level. Sound knowledge and understanding of Intergovernmental Relations prescripts. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

**DUTIES** : Management and coordination of stakeholder management programme. Manage provision of administrative and secretariat support services to the Provincial Executive Council. Manage provision of administrative support services to the Director-General. Oversee the management and coordination of the International Relations and Intergovernmental Relations programmes. Management of the Chief Directorate.

**ENQUIRIES** : Mr. S. V. W Mbulawa Tel No: (018) 388 1596

#### **OTHER POST**

**POST 29/82** : **GEOGRAPHICAL INFORMATION SCIENCES (GISc) TECHNICIAN REF NO: NWOoP/19/07/04**

**SALARY** : R380 364 - R448 035 per annum (OSD Grade C)

**CENTRE** : Provincial Office, Mmabatho

**REQUIREMENTS** : Bachelor's degree in Geographical Information Science and Remote Sensing/Geo-informatics and/or equivalent (NQF level and Credits). 3 year post qualification Technical (GISc) experience. 3 – 5 years relevant and remote sensing (particularly image analysis and change detection) experience. Strong remote sensing and GIS analysis capabilities are highly desirable. Compulsory registration with SAGC as a GISc Technician (Valid proof of registration must be attached to the application) and a valid driver's license.

**DUTIES** : Source spatial information from data custodians. Capture spatial information using various methods (on-screen digitizing; field collections; etc.). Develop and maintain spatial databases. Clean, edit and convert spatial information from various formats and sources. Perform data manipulation according to map and information requirements. Create and modify maps, graphs, diagrams, or other visual representations of geographic data. Perform innovative provincial spatial analysis and produce reports. Keep up with the technology developments in the GIS industry and give advice on the latest technologies. Coordinate/liaise with provincial departments and municipalities regarding spatial data collection, update and the development of the PSDF. Coordinate and promote the use of spatial information in Office of the Premier and the Province at large.

**ENQUIRIES** : Mr. U Kraak, Tel No: 018 -3885732