

**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.*

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 136, 1 <sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr James Moroka Drive.
<b><u>FOR ATTENTION</u></b>	:	Gadifele Noge.
<b><u>CLOSING DATE</u></b>	:	05 October 2018 at 15H30
<b><u>NOTE</u></b>	:	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.

**OTHER POSTS**

<b><u>POST 38/144</u></b>	:	<b><u>DEPUTY DIRECTOR - RECORDS MANAGEMENT REF NO: 13/2018/19</u></b> Directorate: Strategic Support Services
<b><u>SALARY</u></b>	:	Remuneration package of R697 011 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Mahikeng Grade 12 plus three (3) years National Diploma/Degree in Records Management, Information Science or related qualification. Five (5) years' working experience in Records Management environment of which three (3) years must be at Junior Management level. Successful completion of Records Management Course with National Archives and Records Services. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act(NARSA), Promotion of Access to Information Act (PAIA). Public Finance Management Act (PFMA).Ability to work under pressure. Successful completion of a security screening with State Security Agency. A valid driving license. Skills: Sound written and verbal communication skills. Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Problem-solving skills. Presentation

- skills. The ability to maintain positive interpersonal relations and to work well as part of the team.
- DUTIES** : Coordinate records management related services in the Department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records disposal inspections in the Department. Coordinate the systematic records disposal programme. Develop, implement and maintain the Departmental Records Management Policy, File plan, Records Control Schedule, Registry Procedure Manual and Promotion of Access to Information Act Manual (PAIA Manual). Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government Policies, Acts and Prescripts. Supervise records Management Staff.
- ENQUIRIES** : Mr. Seatholo Mathako Tel No: (018) 388 3697
- POST 38/145** : **ASSISTANT DIRECTOR (COUNSELLOR) REF NO: 18/2018/19**  
Directorate: Human Resource Management - IEHW
- SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 certificate or equivalent plus Bachelor Degree of Social Work/Psychology, Registration with South African Council of Social Service Profession (SACCSP) or Health Professional Council (HPC). Three (3) to five (5) years working experience in Employee Health and Wellness Programmes (EHWP) of which two (2) years must be at supervisory level. Knowledge: Knowledge applicable in the Employee Health and Wellness environment, public service acts, policies, regulations and other related prescripts, diversity and conflict management. Skills: Computer literacy, counselling skills, negotiation skills, presentation skills. Good research and report writing skills, valid driving license.
- DUTIES** : Provide psychosocial counselling to Departmental employees and their extended families, Conduct economic, financial wellness programme, provide awareness and education on psychological problems, Ensure work-life balance programmes in the Department, Manage human resource, financial resources and other resources in the Department, Assist in developing and implementation of EHW, employee health and wellness Policies, Marketing of the Employee Health and Wellness (EHW) programmes, Manage, coordinate and facilitate EAP, HIV/AIDS and transformation programme.
- ENQUIRIES** : Ms. I.F.K. Selomane Tel No: 018 200 8304
- POST 38/146** : **LEGAL ADMINISTRATION OFFICER- MR 5 REF NO: 23/2018/19**  
Directorate: Legal Services
- SALARY** : R353 253 – R867 399 (OSD)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 or equivalent plus LLB Degree. At least 8 years appropriate post – qualification legal experience. Extensive experience at supervisory level in civil litigation, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, Contract drafting and interpretation, Valid driver's license and wiliness to travel. Knowledge: Sound knowledge of the legislative frameworks that govern the operations of Public Service environment; A sound knowledge on the drafting of legislations and regulations; A sound knowledge on the interpretation of statutes and regulations or other legal instruments; A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations; A comprehensive knowledge of the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies; Planning and organizational skills. Skills: Good interpersonal relations, report writing, case investigation and project management skills, Good conflict resolution and mediation skills, Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative processes.
- DUTIES** : Study the impact and implications of legislations and Regulations and advise the Department accordingly. Examine the various forms of legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or

repeal of laws and subordinate legislations. Drafting of legal advice or opinions in relation to legislations and regulations; Manage the legislative review process in collaboration with the State Law Adviser's Office. Edit and certify legislations in collaboration with the State Law Adviser's Office. Perform generic management functions.

**ENQUIRIES** : Mr P.S.P. Namate Tel No: (018) 200 8065/7

**POST 38/147** : **DRIVER INSTRUCTOR (DRIVER TRAINING) REF NO: 21/2018/19**  
Directorate: Government Motor Fleet

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : 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 supposed 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 No: (018 200 8149)