

**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, 1st Floor, Tirelo building, Albert Luthuli Drive
<u>FOR ATTENTION</u>	:	Ms Gadifele Noge
<u>CLOSING DATE</u>	:	23 November 2018 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 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

<u>POST 45/97</u>	:	<u>DEPUTY DIRECTOR (INFORMATION COMMUNICATION TECHNOLOGY) REF NO: 38/2018/19</u>
<u>SALARY</u>	:	R697 011 per annum. The Inclusive remuneration package consists of a basic salary, the State's 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 an employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng Grade 12 plus Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification. Five (5) years' experience of which 3 years must be working experience at Junior Management (Assistant Director) level. A valid driving license is a prerequisite. Willingness to travel is essential. Knowledge: Knowledge of Public Service prescripts and legislations relating to Corporate Governance of ICT. Knowledge of Corporate governance of ICT policy framework. Skills: Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines.
<u>DUTIES</u>	:	Implement Corporate Governance of ICT. Manage ICT services in line with service standards. Coordinate the review and development of ICT policies. Manage significant IT services risks. Recommend and assist with the acquisition, management and use of computing resources. Manage the ICT desktop hardware and equipment inventory audits. Create awareness of policies and standards

		associated with governance and risks. Manage the provision of technical support. Ensure effective management of Human Resource in the Sub-Directorate. MR S. Matlhako Tel No: (018) 388 3697
<u>ENQUIRIES</u>	:	
<u>POST 45/98</u>	:	<u>ASSISTANT DIRECTOR (TRANSPORT LOGISTICS) REF NO: 33/2018/19</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Transport Management. Three (3) to five (5) years relevant working experience in Freight Transport of which two (2) years must be at supervisory level. Valid Driving License. Knowledge: Knowledge of National Transport Legislation. Public Service Act. Rules and Regulations. Performance Management Development System (PMDS). Knowledge of Freight Transport in the North West Province. Public Finance Management Act. Skills: Computer literacy in Ms Office (Word & Excel). Good interpersonal relationship. Good communication skills (verbal and writing). Supervisory skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Manage and ensure the implementation of Freight Transport Strategies. Manage the implementation of National Freight Logistics Strategy. Manage the updated and continuous maintenance of North West Freight Data Bank. Manage the identification and prioritisation of Freight Infrastructure development in the North West Province. Manage the compilation of monthly reports. Manage personnel and their key responsibility areas within the Division: Transport Logistics.
<u>ENQUIRIES</u>	:	Mr. G.J. Methikge, Tel No: (018) 200 8205
<u>POST 45/99</u>	:	<u>CHIEF ARTISAN (GRADE A) REF NO: 34/2018/19</u>
<u>SALARY</u>	:	R365 646 (OSD)
<u>CENTRE</u>	:	Ngaka Modiri Molema District (Mmabatho Workshop)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Motor Mechanical Engineering. Trade Test Certificate in Motor Mechanic. Three (3) to five (5) years relevant working experience in Motor Mechanics Engineering of which two (2) years must be at Artisan Foreman position / supervisory level. Valid driver's license. Knowledge: Technical analysis knowledge. Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Occupational Health and Safety Act. Must be able to assess state own vehicles. Knowledge of Public Finance Management Act and Treasury Regulations. Public Service Act. Performance Management Development System. Skills: Computer skills. Good Communication Skills. Interpersonal relations and creativity and innovation. Presentation Skills and give guidance on the mechanical engineering. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Conduct diagnosis of state own vehicles. Manage road testing for roadworthiness of state own vehicles. Complete TSD 139 for repairs. Recommend vehicles for maintenance and repairs. Attending to reported breakdown services of state own vehicles in the District. Manage subordinates in line with HRM practices.
<u>ENQUIRIES</u>	:	Mr K.G. Seagiso Tel No: (018) 388 9200
<u>POST 45/100</u>	:	<u>ARTISAN PRODUCTION (GRADE A) REF NO: 35/2018/19</u>
<u>SALARY</u>	:	R179 523 per annum (OSD)
<u>CENTRE</u>	:	Rustenburg (X1 Post) NMM (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 Certificate or equivalent qualification plus a completed apprenticeship and passed Trade Test in Motor Mechanic. Two (2) years post qualification experience required as an Artisan in Fleet Management. Valid EC1 driving license and PDP. Grade 12 will be an added advantage. Knowledge: Technical analysis knowledge, PFMA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self-Management and Analytic skills. Ability to communicate

DUTIES

and have Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.
: Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.

ENQUIRIES

: Mr J. Leeuw, Tel No: (014) 523 5727