

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF COMMUNITY SAFETY**

The Limpopo Provincial Department of Community Safety is an equal opportunity, affirmative action employer. Posts are targeted for particular designated groups in line with Employment Equity Act.

- APPLICATIONS** : Head of Department, Department of Community Safety, Private Bag X 9492, Polokwane, 0700, Or Hand-Delivered to: Department of Community Safety, 32 Schoeman Street, Reception Area, Polokwane
- CLOSING DATE** : 14 December 2018 @12H00
- NOTE** : Applications should be submitted on form Z83 obtained from any Public Service Department accompanied by certified copies of educational qualifications, ID document, drivers license and comprehensive CV. No faxed or E-mailed application will be considered. Successful candidates will be subjected to personnel suitability checks. Applicants are responsible to provide proof for their foreign qualifications evaluated by SAQA. All shortlisted candidates for SMS posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates for SMS positions will be subjected to compulsory competency assessment and security clearance procedures. Please note that correspondence will be entered into with short-listed applicants only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right to appoint.

MANAGEMENT ECHELON

- POST 48/281** : **DIRECTOR PROMOTION OF SAFETY REF NO: DCS 02/2018**
Re-advertisement, previous applicants are encouraged to apply.
- SALARY CENTRE REQUIREMENTS** : R1 005 063 (Level 13) (All-inclusive package)
: Head Office (Polokwane)
: An appropriate recognized three year (NQF7) Qualification in Communications/ Journalism or equivalent plus 5 years' experience in communication environment at middle management level. Events Management, Publication development, Communication Strategy. Experience in Community outreach programs. Deep knowledge of a variety of work ranges and procedures, Financial Management, Media work, Planning and Organizing, Communications, Publication, Research, Computer, Community Development and General Journalism. Ability to interpret and apply policy, Analytical and innovative thinking, Report writing, Workshop presentation and facilitation, Communication and Leadership skills. The incumbent will be required to travel long distances and work flexible hours including weekends.
- DUTIES** : Manage the formulation and implementation of a Departmental Communication Strategy, Ensure the implementation of Departmental Events Management Plan, Oversee the production of Departmental Publications, Oversee the marketing and promotion of departmental programmes and activities, Ensure the establishment of a sound relationship between the Department, Media and the Public. Overall Management of the sub units financial, Physical and human resources. Coordinate the JCPS cluster Communicators network.
- ENQUIRIES** : Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
- NOTE** : This post is targeted for People with Disability, Indian Female, Coloured Male and White Female

OTHER POSTS

- POST 48/282** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENNTION REF NO: DCS 03/2018**
- SALARY** : R826 053 (Level 12) (All-inclusive Package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	A Bachelor Degree in Criminal Justice or Criminology or Social Sciences. At least 3 years' experience at Junior management level. Experience and qualification in Project Management will be an added advantage. Proven skills in stakeholder coordination. Experience in community outreach programs. Interpretation of Criminal Justice System Legislations, Public Speaking skills. Strategy development and implementation. Policy analysis and implementation, Conflict resolution, Stakeholder coordination. Team player. Strong conceptual and formulation skills. Research and professional report writing skills. Valid Driver's license.
<u>DUTIES</u>	:	Implement and provide a report on Social Crime prevention strategies. Management of social crime prevention projects (EPWP and Volunteers programme). Provide support on Directorate `s budget submissions. Provide an impact assessment of Social Crime prevention strategies. Development of Provincial Crime Prevention Strategies. Implementation of all directives issued by the National Minister. Providing inputs in to new and existing policies. Provide regular reports on the overall management of Crime Prevention projects. Provide regular reports on the development and implementation of the Provincial Crime Prevention Strategy. Provide inputs and support during the development of IDP`s. Provide training on the development, implementation and monitoring of District and Municipal Crime Prevention strategies. Provide an evaluation report on effectiveness of Municipal Crime Prevention strategy. Provide community outreach programs. Create dialogue on crime prevention strategies to communities. Provide comprehensive supervision and management. Share, exchange knowledge and expertise.
<u>ENQUIRIES</u>	:	Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
<u>NOTE</u>	:	This post is targeted for People with Disability, Coloured, Indian and White Females.
<u>POST 48/283</u>	:	<u>ADMIN OFFICER DISABILITY ASSISTANT REF NO: DCS 04/2018</u>
<u>SALARY</u>	:	R242 475 (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Matric or equivalent. Experience of working with persons with total visual impairment. Driver's license. Good communication skill, Interpersonal skill. Time management. Computer literate. Ability to read and write.
<u>DUTIES</u>	:	Provide driver and messenger services to the person with visual impairment. Translate documents into accessible format for persons with visual impairment. Assist with logistics during attendance of meetings and workshop to be attended by the person with disability. Manage travel documentation when accompanying the person with disability. Arrange the bookings of boardrooms and invitations. Familiarize person with visual impairment with new and unfamiliar environment. Assist with overall administrative functions in the branch. Serve as sighted guide to the visually impaired person.
<u>ENQUIRIES</u>	:	Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
<u>NOTE</u>	:	The post is targeted for people with experience of working with totally visually impaired people.
<u>POST 48/284</u>	:	<u>CLEANER REF NO: DCS 05/2018</u>
<u>SALARY</u>	:	R96 549 (Level 02)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	ABET, Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Good written and communication skills. Team – work. Citizen focus and responsiveness. Communication and Information Management. Managing and resolving Interpersonal Conflict.
<u>DUTIES</u>	:	Sweeping, mopping, scrubbing/vacuuming offices. Shampooing rugs and washing walls and cleaning windows. Clean and refill rest rooms supplies. Emptying and cleaning of dirt bins. Dusting and waxing of office furniture.

- Preparing tea/coffee and water for meetings. Wash and keep stock of kitchen utensils. Report broken cleaning machines and equipment. Request cleaning material.
- ENQUIRIES** : Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
- NOTE** : This post is targeted for white, coloured and Indian male and female.
- POST 48/285** : **CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: DCS 03/2018**
(2 years contract)
- SALARY** : SAICA tariffs/rates as per its circular 01/2018
CENTRE : Polokwane
REQUIREMENTS : A post graduate qualification in Risk Management/Audit/Finance. CIA/MBA/MBL within the risk environment will be an added advantage. 5-10 years' experience in Audit/ Finance/ risk management. Knowledge of the PFMA, COSO framework and Public sector risk management framework. Broad knowledge of governance structures and a fair understanding of the regulatory framework within provincial government. Proven track record in chairing high level meetings. Excellent communication and interpersonal skills. Candidate must not be a government employee.
- DUTIES** : The chairperson is expected to chair all Risk Management Committee meetings, ensure that the committee meets its obligations and compile quarterly reports to accounting officer. Reviewing and monitoring implementation of risk management of risk management framework, policy, charter, and strategy with the Department. Ensure integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting risk appetite and reviewing tolerance level. Ensure that committee conduct its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee charter and King iv report on corporate governance. Ensure compliance to statutory requirement and Risk Management best practice.
- ENQUIRIES** : Mr. Banyini Giyani Tel No: 015 290 2911 and Ms. Rasebotsa Pamela: Tel No: 015 290 2909