ANNEXURE V

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

Managing a Departmental Communication Strategy, Implement 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 PREVENTION REF NO: DCS 03/2018

SALARY: R826 053 (Level 12) (All-inclusive Package)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : 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.
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, Coloured, Indian and White Females.

POST 48/283 : ADMIN OFFICER DISABILITY ASSISTANT REF NO: DCS 04/2018

SALARY : R242 475 (Level 07)
CENTRE : Head Office (Polokwane)
DUTIES : 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.
ENQUIRIES : Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
NOTE : The post is targeted for people with experience of working with totally visually impaired people.

POST 48/284 : CLEANER REF NO: DCS 05/2018

SALARY : R96 549 (Level 02)
CENTRE : Head Office (Polokwane)
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. Nghonani 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 and 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