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, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION: Gadifele Noge

CLOSING DATE: 08 March 2019 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. 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

POST 07/134: DEPUTY DIRECTOR – NATIS REVENUE ADMINISTRATION SUPPORT REF NO: 47/2018/19

Directorate: Transport Administration and Licensing

SALARY: Remuneration package of 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.

CENTRE: Head Office - Mahikeng

REQUIREMENTS: Grade 12 plus 3 years National Diploma / Degree in Public Administration / Financial Management / Transport Economics environment or related. Five (5) to ten (10) years relevant work experience in the NaTIS revenue collection environment of which three (3) years must be at Junior Management level. A valid driving license. Knowledge: Public Service policies rules and legislations, National Road Traffic Act 93 of 1996, National Administration Traffic Information System (NaTIS ), Public Finance Management Act ( PFMA ), Treasury Regulations and other service related legislations, Performance Management Development System (PMDS ), Supply Chain Management prescripts ( BBBEE, PPPFA ), Ability to work under pressure. Skills: Planning and Coordinating skills, Good Communication skills, Presentation skills and good interpersonal relationship, Computer literacy,
DUTIES : Manage the performance of reconciliation of NaTIS revenue. Provide expenditure and revenue control services. Manage the performance reconciliation functions in respect of RTMC levies to be collected for the entire Province. Provide revenue control support services in respect of registering authorities, DLTCs and VTSs. Provide specialised procurement services for the Directorate, RAs, DLTCs and VTSs. Facilitate and co-ordinate responses to audit queries. Manage the sub-programme Risk Register and ensure implementation of the Risk Management Strategies. Monitor the implementation of the Audit Action Plans to improve the findings of the Auditor General.

ENQUIRIES : Mr. S. Mmono, Tel No: (018) 388 1123/24


SALARY : 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.

CENTRE : Head Office – Mahikeng

REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/Economics/Logistics Management or any transport related discipline. A. Three (3) to Five (5) years’ experience in the Land Transport Planning, Legislation and Policy Development environment of which three (3) years must be at Junior Management (Assistant Director) level. A valid driving license. Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, Public Financial Management Act (PFMA), Public Service Act and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009, Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning. Understanding of Transport Planning and related process of developing the Integrated Transport Plans (ITPs) and Provincial Land Transport Framework (PLTF) and other related government prescripts and ability to implement the same. Quantitative Techniques (Econometric or Transport Modelling). Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing and presentations skills. Communication skills (written and verbal communication). Economic Analysis of Transport Plans and Policies. Modeling Transport. Problem-solving skills. The ability to maintain positive interpersonal relations and to work well as part of the team and as individual. Ability to work under pressure. Willingness to travel and work irregular hours.

DUTIES : Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in municipal strategic planning structures. Ensure synergy between Integrated Transport Plans and Municipal Integrated Development Plans. Participate and lead in the provincial (District and Local Municipality) Transport forums. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Provide support to the executives in the preparations of all specific reports and presentation such as legislated reports (DORA), sector reports and MINMEC reports or presentation. Coordinate and report on progress of the transport plans and implementation by the municipalities. Prepare operational budgets and monitor expenditure. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and reporting implementation plans. Liaise with the assigned transport official/s in the municipality regarding all issues of transport. Manage performance of the Unit.

ENQUIRIES : Mr. O.A. Baikgaki Tel No: 018 200 8075

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POST 07/136 : DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY REF NO: 62/2018/19 (X5 POSTS)

Five (5) years contract post
This appointment will be as per provisions of section 23 of the National Land Transport Act No. 5 OF 2005.
Directorate: Operator License and Permits

SALARY : Remuneration package of R697 011 per annum, all-inclusive package which includes 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 will be required to sign performance agreement and an employment contract).

CENTRE : Head Office - Mahikeng


DUTIES : Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licenses. Advising Management on developing Regulations relating to Public transport and operations services. Report on non - compliance with policies and procedure. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

ENQUIRIES : Mr N Dikobe Tel No: (018) 388 5314/16

POST 07/137 : ASSISTANT DIRECTOR (EXTERNAL REGISTERING AUTHORITIES (AGENCY SUPPORT SERVICES) REF NO: 48/2018/19

Directorate: Transport Administration and Licensing

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Grade 12 certificate or equivalent plus 3 years National Diploma / Degree qualifications in Transport Economics/ Public Administration / Financial Management environment or related. Three (3) to five (5) years relevant experience in the NaTIS revenue collection environment, of which two (2) years experience must be at a Supervisory level. A Valid driving license. Knowledge: National Administration Traffic Information System (NaTIS), National Road Traffic Act 93 of 1996, Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and other Service related legislation, Performance Management Development System (PMDS), Basic Accounting System. Skills: Computer skills, Good communication skills, Interpersonal relationship skills creativity and innovation, Presentation skills and give guidance on the implementation on NaTIS amendments, Report writing skills and Problem solving skills. Ability to work under pressure, Ability to work in a Team as well as independently.

DUTIES : Determine Agency resources and development needs. Co-ordinate the provision of Agency development initiatives. Ensure Agency competency and capacity. Promote liaison between Agencies and the sub-programme. Provide relieve staff / supervisors in the event of an emergency at any of the Municipal Registering Authorities. Handle all correspondence received from Registering Authorities and/or Motoring Public. Conduct regular financial inspections. Manage the quarterly NaTIS User forum meetings. Implement the Post Audit Action Plans to improve the findings of the Auditor General.

ENQUIRIES : Mr. HLJ Venter Tel No: (018) 388 1232

POST 07/138 : ASSISTANT DIRECTOR (TAXATION) REF NO: 52/2018/19

Directorate: Financial Management

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office - Mmabatho
**REQUIREMENTS**


**DUTIES**

Processing of deduction on PERSAL. Approve and authorize all deductions on PERSAL. Ensure recovery of overpayment. Handling all salary related enquiries and clear all suspense accounts. Monitor employee debt recovery. Record and clear reversal and disallowance control account. Manage payroll and deduction schedules. Monthly reconciliation of all control accounts and taxation. Perform monthly PERSAL/BAS reconciliation. Perform bi-annual and annual tax reconciliation. Reconcile EMP201 with employee tax certificate. Manage and utilise resources Prescription Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP).

**ENQUIRIES**

Ms. G. Mooketsi Tel No: (018) 200 8098

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**POST 07/139**

**ARTISAN (SPECIALISED PRODUCTION) REF NO: 61/2018/19 (X3 POSTS)**

Directorate: Government Motor Fleet

This is a re-advertisement; candidates who previously applied are encouraged to reapply

**SALARY**

R269 931 per annum (OSD)

**CENTRE**

Brits (X1 Post)

Rustenburg (X2 Posts)

**REQUIREMENTS**

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 Relations 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.

**DUTIES**

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.

**ENQUIRIES**

MS. R.H Diale Tel No: (014) 523 5727

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**POST 07/140**

**ADMINISTRATION OFFICER (TRANSPORT PLANNING & COORDINATION) REF NO: 49/2018/19**

Directorate: Transport Planning and Policy Development

**SALARY**

R242 475 per annum (07)

**CENTRE**

Head Office - Mmabatho

**REQUIREMENTS**

Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Economics/Logistics/Management environment or related. One (1) to Two (2) years relevant working experience in Transport planning, legislation and policy development environment. Knowledge: Knowledge of National Land

**DUTIES**


**ENQUIRIES**

Ms Moleofane Tel No: (018) 200 8200