

**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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 25 September 2020 at 15H30
- NOTE** : Applications must be accompanied by a 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)/required documents, and ID-document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with 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 Qualifications 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. Personnel suitability check 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Prior to an appointment being made to any SMS post, the appointee to such a post must have completed the PRE-Entry certificate, and must be in possession of such prior to taking up the post.

MANAGEMENT ECHELON

- POST 21/517** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 01/2020/21**
- SALARY** : R1 251 183 per annum. The inclusive remuneration package consists of a basic salary, 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 employee contract.
- CENTRE REQUIREMENTS** : Head Office – Mahikeng
- Grade 12 certificate or equivalent. Applicants must be in possession of an appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration or relevant study (qualification) with at least 5 years proven experience in a senior managerial position. A valid driver's licence. Knowledge: knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management, In depth knowledge and understanding of corporate services management in the public service. Skills: Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and an independent work ethics, self-motivated and reliable. Strategic capability and leadership. Financial management. Excellent report-writing,

analytical thinking, decision-making and problem-solving. Client orientated customer and results driven. High-level communication and presentation. Ability to interact at both strategic and operation level. Computer literacy. Ability to work under pressure. Project Management.

DUTIES : Oversee the rendering of Human Resource Management Services within the department. Manage the provision of strategic support administration service. Manage the coordination of departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services to the department. Manage the coordination of strategic planning, monitoring and evaluation. Monitor security compliance within the Department. Monitor Communication Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

ENQUIRIES : Ms B. Mofokeng Tel No: (018) 200 8001

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X801, Potchefstroom, 2520. Hand delivery address: 123 Peter Mokaba Street, Potchefstroom.

CLOSING DATE : 18 September 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered.)

NOTE : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form together with applicant's ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POSTS

POST 21/518 : **SECRETARIES (X3 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 03)
Office of the Station Commander: Potchefstroom SAPS – Ref No: NW01/08/2020
Office of the DPC: Management Advisory Services – Ref No: NW02/08/2020
Office of the Provincial Head: FCS– Ref No: NW03/08/2020

REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be fluent in at least two of the official languages, of which one must be English. Be in possession of Senior Certificate Be a South African Citizen. Must have no

- criminal record or any pending criminal /departmental cases. Applicants will be subjected to a vetting process which will include a security screening and fingerprint verification. Computer skills will be an added advantage. Applicants must be willing to undergo a security clearance.
- DUTIES** : Render secretarial and administrative support functions. Be able to draft and type correspondence in MS Word format and PowerPoint; Arrange and prepare for meetings, prepare agendas, typing and taking of minutes; Answer and screening of all incoming calls; Maintain good record keeping, filing system and bring forward; Handle confidential documents; Process and submit claims, make travel arrangements and manage the diary as well as receive and host visitors at the office; Operate standard office equipment (fax, photocopy machine, telephone, computer etc.); Serve refreshments during meetings. Manage office inventory.
- ENQUIRIES** : Captain Mpela / Personnel Officers Appie / Dikane Tel No: (018) 299 7320 / 7139 /7608 / 7732
- APPLICATIONS** : Due to restriction of movement as a result of COVID-19, applications may also be emailed to: MpelaS@saps.gov.za or DikaneK@saps.gov.za or appiekm@saps.gov.za
- POST 21/519** : **ADMINISTRATION CLERK REF NO: NW04/08/2020**
Office of the Provincial Commissioner
- SALARY** : R173 703 per annum (Level 03)
CENTRE : South African Police Service, North West
REQUIREMENTS : Applicants must display competency in the post-specific core functions. Be fluent in at least two of the official languages, of which one must be English. Be in possession of Senior Certificate Be a South African Citizen. Must have no criminal record or any pending criminal /departmental cases. Applicants will be subjected to a vetting process which will include a security screening and fingerprint verification. Computer skills will be an added advantage. Applicants must be willing to undergo a security clearance.
- DUTIES** : Compile correspondence, reports and presentations. Regulate the receipt and flow of documents internally and externally. Conduct quality control on incoming and outgoing post. Maintain accurate record keeping and efficient administration on all files and records. Administer brought forward files to coordinate target dates for correspondence. Create and maintain an effective information management database. Compile returns. Assist with the compilation of agendas and minutes of meetings as requested. Ensure optimal utilization of resources allocated.
- ENQUIRIES** : Captain Mpela / Personnel Officers Appie / Dikane Tel No: (018) 299 7320 / 7139 /7608 / 7732
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