

**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** : 20 May 2022 at 15H30
- NOTE** : Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za). Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment 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 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. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. 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. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

**OTHER POSTS**

- POST 15/219** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: 02/2022/23**  
Directorate: Financial Management
- SALARY** : R744 255 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. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE REQUIREMENTS**

: Head Office – Mahikeng  
: Grade 12 or equivalent plus an appropriate three (3) year's National Diploma or Bachelor's Degree in Commerce with Accounting and Auditing as majors and/or an equivalent qualification, coupled with five (5) to ten (10) years' relevant work experience in a Revenue management environment of which 3 years must be at junior management level (Assistant Director). Certificate in BAS should be attached. A driver's license will be an added advantage. Knowledge: Extensive knowledge of Revenue Management, debtors, suspense and Government prescripts, Division of Revenue Act, Public Finance Management Act (PFMA), Treasury Regulations and revenue processes, Public Service Act, Basic Accounting System, Performance Management Development System, Labour Relations, Good knowledge of accounting principles, Computer literacy (MS Excel, Word and PowerPoint). Skills: Good communication and interpersonal relations, Analytical and problem-solving, Negotiation and conflict resolution, The ability to work independently and under pressure, The ability to interact with stakeholders at various levels, Sound report writing and Presentation.

**DUTIES**

: Be accountable for the Revenue Management process and system implementation by formulating strategies and advising on the integration of the revenue management process with other value chains, i.e. supply chain and others. Provide support to Senior Management and other managers within the department by advising them on debt management. Ensure that appropriate training programmes are developed and implemented in line with Revenue Management. Monitor adherence to and compliance with the provincial revenue policy, PFMA and Treasury Regulations. Manage and oversee the collection of revenue and reporting in accordance with the requirements of the PFMA and departmental revenue policy. Monitor performance against collection targets of revenue. Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends. Ensure timeous and accurate reporting on Revenue Management Key Performance Indicators. Liaise with relevant stakeholders and evaluate inputs to the monthly report. Ensure that unallocated revenue with respect to revenue received from external clients and other revenue streams through the bank are properly and timeously allocated. Establish and maintain stakeholder forums to improve business relations. Drive and guide the Medium Term Expenditure Framework reporting, revenue and debt management processes. Manage and utilize human resources in accordance with relevant directives and legislation.

**ENQUIRIES**

: Ms Mokopi Mogale Tel No: 018 200 8069

**POST 15/220**

: **CHIEF FIRE OFFICER REF NO: 03/2022/23**  
Directorate: Transport Terminal  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY CENTRE REQUIREMENTS**

: R470 040 per annum (Level 10)  
: GD Montshioa Airport- Mahikeng  
: Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Fire Technology or related as minimum requirement. At least Three (3) to Five (5) years relevant experience in the field of Fire Fighting of which Two (2) years should be at Supervisory level. Valid Driver's license. Knowledge: Knowledge of Public service Act, PFMA and Public Finance Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilization and Rescue. Knowledge of Ventilation and First Aid- Resuscitation. Sound Knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using Rescue Equipment. Skills: Driving Skills. Airport Standard and requirements skill. Fire Fighting Skills. Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as Individual and as Team.

**DUTIES**

: Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep Airport safe at all times. Maintain safety Awareness for Airport Users. Maintain compliance of Airport with Civil Aviation Regulation.

**ENQUIRIES**

: Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.  
Mr. O.A. Baikgaki Tel No: Tel No: 018 200 8075