

**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 Tel No: 018 200 8258
- CLOSING DATE** : 09 September 2022 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV or Academic record/transcript attached. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Copies of your educational qualifications need not be attached, and 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. Failure to submit or comply with the above 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, only when shortlisted. 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

<u>POST 32/249</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 26/2022/23</u> Directorate: Human Resource Management
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office-Mahikeng Grade 12 or equivalent plus, a Three-years National Diploma/Bachelors Degree/ (NQF level 6) as recognised by SAQA in Human Resource Management/Public Management /Public Administration or related relevant qualification. Five (5) to ten (10) years in-depth experience in the Human Resource Administration environment, of which three (3) years must be at Junior Management(Assistance Director)Level in Human Resource Administration. PERSAL Personnel and Leave Administration certificates are mandatory. A valid driving license. Knowledge: understanding of Public Service Act 1994 as amended, Public Service Regulations 2016, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations, Code of Conduct in the Public Service, Labour Relations Act, Employment Equity Act, Government Employee Pension Fund Law of 1996, Human Resource Management Policies & practices, Public Service Coordinating & Bargaining Council Resolutions, Vetting strategy, Performance Management and Development System (PMDS). Determination of Leave of absence in the Public Service, administration of Government Employee Housing Scheme (GEHS), Government Employee Medical Aid Scheme (GEMS).National & Provincial PERSAL policies. PERSAL access Security system. Employee Records Management & Archival systems. Skills: Ability to interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Ability to work under pressure, independently, and must be willing to work irregular hours. Analytical. Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Ability to perform on PERSAL system, and as PERSAL controller. Pension Case Management system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL & PowerPoint etc).Excellent communication skills (written and verbal).
<u>DUTIES</u>	:	Develop, and review Human Resources Administration policies. Develop guidelines and procedures to ensure appropriate recruitment and selection process within the department. Oversee management and implementation of Human Resource Administration policies and procedures with regard Recruitment, Selection Processes, and Conditions of service benefits. Manage the placement of job advertisement on relevant advertising media. Development and monitoring of recruitment project plan. Facilitation of appointments on PERSAL system. Management of the life cycle events of employees with regards to promotions, transfers, relocations & movements etc. Facilitate Personnel suitability checks (References/pre-employment screening/ security clearance and verification of qualifications).Provide technical advice on matters affecting recruitment, selection, and Conditions of service benefits in the department. Facilitate the request for approval of retention of personnel. Provide support services and advise to Senior Managers and Middle Managers on the benefits and implications of structuring salary packages. Manage conditions of service benefits - (Service terminations, Leave management, Resettlements, Long service award & discounting, Leave gratuity, Overtime and other remunerative allowances etc). Ensure effective implementation of Housing allowance in terms of directive on Government Employee Housing Scheme (GEHS).Facilitating administration of pension benefits in terms of Pension Laws. Ensure compliance to DPSA & National Treasury (PERSAL) prescripts, by executing functions for HRM controlling in the PERSAL system, allocating PERSAL users security access. Registering of System Change Control (SCC).Attend and respond to Audit requirements & findings, develop audit action plans, and address audit findings on matters affecting the recruitment, selection and conditions of service benefits. Oversee turn-around times on submissions, on matters affecting recruitment, selection process & Conditions of service benefits, and take remedial steps. Contribution to reports

(Risk Register, operational plan, Audit committee, Annual performance plans, Anti-corruption & Ethics, Procurement/Demand plans etc). Ensure effective and efficient employee records management. Maintain discipline and facilitate training of officials in the sub-directorate. Performance Management & development in the sub-directorate.

ENQUIRIES : Ms VT Leteane Tel No: 018 200 8055/56

POST 32/250 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: 27/2022/23**
Directorate: Information Communication Technology

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 : Head Office-Mahikeng

REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years National Diploma or Bachelors Degree in Records Management, Information Science or related qualification. Five (5) to Ten (10) years relevant work experience in records management environment of which three (3) years must be at a junior management level (Assistant Director). Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). Ability to work under pressure. Valid drivers' licence. Sound written and verbal communication skills.

DUTIES : Coordinate records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in the department. Coordinate the systematic records disposal programme. Supervise Records Management staff. Develop, implement and maintain the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal information Act, and Promotion of Access to Information Act / Manual. Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government policies, acts and prescripts.

ENQUIRIES : Mr S Matlhako Tel. No: 018 388 3697

POST 32/251 : **SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: 31/2022/23**
Directorate: Legal Services

SALARY : R480 927 per annum, (OSD)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least Eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driving license and willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.

DUTIES : Study the impact and implications of Legislations and Regulations and advise the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal

advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.

ENQUIRIES

: Mr PSP Namate Tel No: 018 200 8165/7

POST 32/252

: **ASSISTANT DIRECTOR: GOVERNMENT FLEET ADMINISTRATION SERVICES REF NO: 28/2022/23**
Directorate: Government Motor Fleet

SALARY CENTRE REQUIREMENTS

: R477 090 per annum (Level 10)
: Head Office - Mahikeng
: Grade 12 orequivalent, plus Three years National Diploma/Bachelor's Degree in Public Administration/Administration/Transport Management environment or equivalent. Three (3) to Five (5) years relevant working experience in Government Fleet Management, of which Two (2) years must be at Supervisory Level. Unendorsed Driver's license EB. Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies. Rules and regulations including inter alia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. Skills: Computer literacy (Microsoft Office, Vehicle Management System); policy development. Interpretation and implementation. Presentation skills; Ability to work independently and under pressure; ability to serve and communicate with government executive management; Proven management ability and attributes of dynamic leadership skills; Ability to maintain positive interpersonal relations and to work well as part of a team; Problem solving abilities. Proven skills in report writing, Basic accounting skills relating to management of budget compilation; excellent verbal and written communication skills.

DUTIES

: Maintain credible Fleet Asset Register. Render Fleet Procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedure manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Deputy Director. Manage the activities of the Sub – Directorate, Fleet Services. Introduce system of internal control to prevent the incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline.

ENQUIRIES

: Mr PTMosiane Tel No: (018) 200 8072

POST 32/253

: **ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION REF NO: 29/2022/23**
Directorate: Transport Planning and Policy Development

SALARY CENTRE REQUIREMENTS

: R477 090 per annum (Level 10)
: Ngaka Modiri Molema District
: Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Transport Economics/Transport Management Environment. Three (3) to Five (5) years' experience in Land Transport Planning Processes, Legislation and Policy Development environment, of which two (2) years must be at supervisory level. Project Management Course will be an added advantage. Valid Code EB (08) Driver's License. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy 1996. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land

Transport Framework (PLTF). Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Skills: Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently, and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.

DUTIES : Manage and coordinate Transport Planning Processes within Provincial and Municipal development planning processes. To coordinate, update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the Provincial, District and Local Municipalities Transport Forums. Manage migration of integrated Transport plans into Municipal Integrated Development Plans. Manage integration of Transport planning and Land-use planning and management. Participate in Municipal Strategic planning structures. Liaise with external and internal stakeholders and represent the Sub-Directorate on various Committees and task teams related to planning and coordination. Project management by assisting with internal projects with specific reference to Transport planning needs assessment, strategy and project planning, project monitoring, evaluation and Municipality regarding all issues of transport. Support the Directorate on Administration and management of the Division. Transport planning and coordination responsible for Ngaka Modiri Molema District Municipality through periodic development, monitoring and assessment of the managed. Coordinate transport planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated budget of Projects.

ENQUIRIES : Mr S Molotsi Tel No: 018 200 8198

POST 32/254 : **CHIEF PROVINCIAL INSPECTOR REF NO: 30/2022/23**
Directorate: Law Enforcement
Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest.

SALARY : R477 090 per annum (Level 10)
CENTRE : Bapong Traffic Control Centre, Ganyesa Andmogwase Traffic Stations
REQUIREMENTS : Grade 12 certificate or equivalent, the Basic Traffic Diploma, with Three years Tertiary qualification/National Diploma/ Bachelors Degree or Relevant equivalent qualification. Three (3) to five (5) years supervisory experience. Seven (7) to ten (10) years working experience in the Road Traffic Law enforcement field, A valid relevant driving license (A and EC), and no criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislations, Vehicle inspections/impoundment; Completion of law enforcement documents. Skills: Records management. Customer relationship management. Planning; organizing; leading; controlling; people management. verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational /Project Management.

DUTIES : Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road Safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.

ENQUIRIES : Mr. P J Stone Tel No: (018) 381 9110/9104

POST 32/255 : **ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION REF NO: 32/2022/23**
Directorate: Road Safety Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Dr Kenneth Kaunda- Potchefstroom
REQUIREMENTS : Grade (12) certificate or equivalent plus three (3) year National Diploma/Bachelors Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. A postgraduate degree with research will be added as an advantage. Three (3) to Five (5) years relevant work experience in Road Safety Management/ Education and Communications field environment of which two (2) years must

be at supervisory level. Code 08/ EB Driver`s License. Knowledge: Road Safety Education policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. Skills: Proven administrative, communication and presentation skills. Report writing and negotiation skills. Computer literacy. Conflict resolution skills. The ability to interact professionally and effectively with diverse stakeholders Meeting procedures. Presentation and coordination. Report writing. Computer Literacy.

DUTIES : Manage the implementation of Road Safety Education Programmes and projects. Manage the Implementation of road safety awareness campaigns and community engagement projects. Identify and analyse road safety needs within the District. Identify and interact professionally and effectively with diverse stakeholders within the District.

ENQUIRIES ; Ms S Tsoeute Tel No: 018 293 6540

POST 32/256 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 33/2022/23**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office - Mahikeng
: Grade 12 or equivalent plus three (3) year National Diploma/Bachelors Degree in Public Administration /Public Management/Supply Chain Management/Logistic Management/Financial Management or related. Three (3) to Five (5) years work experience in Supply Chain Management, preferably in Acquisition Management Unit of which two (2) years must be at supervisory level. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act.Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.

DUTIES : Develop, design, implement and manage acquisition management processes and systems as well as internal controls, and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with the polices and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsible managers to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System.

ENQUIRIES : Mr. Siphon Maduma Tel No: 018 200 8058

POST 32/257 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 34/2022/23**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office-Mahikeng
: Grade 12 or equivalent, plus three (3) year National Diploma/Bachelors Degree in Human Resource Management/Public Management/Public Administration or related relevant qualification. A Three (3) to Five (5) years work experience in Conditions of Service benefits of which two (2) years must be at supervisory level in Conditions of Service benefits. PERSAL Certificate in Leave and PERSAL Personnel Administration are mandatory. A valid driver's license. Knowledge: Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, Labour Relations Act, Government Employee Pension Fund Law of 1996, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC Resolutions, Determination on Leave of absence in the Public Service, Government Employee Housing Scheme(GEHS), Government Employee Medical Aid Scheme(GEMS).On-line submission of

Pension applications on Pension Case Management(PCM). Skills: Ability to interpret Policies. Practical experience in PERSAL System, and Pension Case Management. Skilled in the Micro-Soft Word, EXCEL & PowerPoint. Excellent communication skills (written and verbal). Ability to work under pressure, independently, in a team and working awkward hours. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.

DUTIES : Develop, implement and review HRM policies related to Conditions of service benefits. Manage and monitor the implementation of conditions of service and benefits such as Leave, resettlement, medical aid, long service award & recognition, leave gratuity, housing allowance, overtime etc in terms of applicable PSCBC resolutions. Auditing capped leave days & conduct leave reconciliation process. Monitor PERSAL Suspense file. Prepare requests for registering of System Change Control (SCC). Manage the implementation of service termination process and exit interviews. General administration of Pension matters. Process admission to Government Employee Pension Fund. Administer processing of nomination of beneficiaries. Effective and timeous approval, and authorisation of PERSAL transactions. Effective On-line approval of Pension Case Management transactions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports with regard to operational plans, Risk management registers, and Audit Action plans etc. Manage human resources administration enquiries to ensure the correct implementation of Human Resource Management policies and practices.

ENQUIRIES : VT Leteane Tel No: 018 200 8056/55

POST 32/258 : **ASSISTANT DIRECTOR: EMPLOYEE RECORDS REF NO: 35/2022/23**
Directorate: Information Communication Technology

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) year National Diploma / Bachelors Degree in Records Management, Information Science or related qualification. Three (3) to Five (5) years relevant work experience in records management environment of which two (2) years must be at supervisory level. Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. A valid drivers' licence. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). Skills: Ability to work under pressure. Sound written and verbal communication skills.

DUTIES : Organise records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct inspections on employee records. Implement the systematic records disposal programme. Supervise Records Management staff. Implement the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal Information Act and Promotion of Access to Information Act / Manual.

ENQUIRIES : Mr S Matlhako Tel No: 018 388 3697

POST 32/259 : **ASSISTANT DIRECTOR (NATIS AUDIT TRANSACTION) REF NO: 36/2022/23**
Directorate: Transport Administration and Licensing

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office -Mahikeng
REQUIREMENTS : Grade 12 Certificate or equivalent, plus a three (3) year National Diploma/Bachelors Degree in Public Administration /Internal Audit or related. Three (3) to five (5) years' working experience in NaTIS environment, of which three (3) years must be at supervisory level. Valid driving Licence. Knowledge: National Traffic Information System, Public Finance Management Act, National Road Traffic Act, Treasury Regulations, Municipal Finance Management Act, and Performance management development system. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy

<u>DUTIES</u>	skills. Presentation skills and good interpersonal relationship, Problem solving, ability to work in a team as well as independently. Decision making. Manage the performance of NaTIS Transactional and procedural audit at all registering authorities, and driving licence testing centre. Conduct schedule inspections at all registering authorities to ensure compliance with National Road Traffic Act. Compile management report on the findings/outcome of audits inspections .Conduct periodic and /or adhoc audits on implementation of service level Agreement and Provincial NaTIS director. Manage key responsibilities of the subordinate
<u>ENQUIRIES</u>	: Ms Eunice Leeuw Tel No: 018 388 1109
<u>POST 32/260</u>	: <u>ASSISTANT DIRECTOR (NATIS REVENUE RECONCILIATION) REF NO: 37/2022/23</u> Directorate: Transport Administration and Licensing
<u>SALARY CENTRE REQUIREMENTS</u>	: R382 245 per annum (Level 09) : Head Office - Mahikeng : Grade 12 Certificate or equivalent, plus three (3) year National Diploma/Bachelors Degree in Public Administration/Financial Management or related. Three (3) to five (5) years' working experience in NaTIS Revenue Reconciliation environment, three (3) years must be at supervisory level. Valid driving Licence. Knowledge: Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and Performance management development system. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, ability to work in a team as well as independently.
<u>DUTIES</u>	: Manage accounts and control all NaTIS Revenue collected. Manage and compile monthly and quarterly reports from system generated information. Manage the compilation of revenue collection certificate. Perform general administration duties in support of registering authorities. Ensure the performance of reconciliation functions in relation to RTMC levies. Render the NaTIS revenue reconciliation support services to Registering Authorities and Drivers Licence Testing Centres (DLTC's). Manage the audit process in relation to the NaTIS revenue. Manage key responsibilities of staff within the division.
<u>ENQUIRIES</u>	: Ms Eunice Leeuw Tel No: 018 388 1109
<u>POST 32/261</u>	: <u>ASSISTANT DIRECTOR: OPERATOR LICENCE & PERMITS REF NO: 38/2022/23</u> Directorate: Operator License and Permits
<u>SALARY CENTRE REQUIREMENTS</u>	: R382 245 per annum (Level 09) : Mahikeng - Ngaka Modiri Molema District : A Grade 12 Certificate or equivalent, plus a three year National Diploma/Bachelor's Degree in Transport Management environment or related. Three (3) to Five (5) years relevant working experience in Operator License and Permits, of which Two (2) years must be at Supervisory Level. Valid Drivers license (Code 8). Knowledge: Knowledge of the National Land Transport Act No.5 of 2009 and National Land Transport Regulations of 2009, Public Finance Management Act (PFMA), Revenue Act, Public Service Act and Regulations. Knowledge of Public Service Prescripts. Skills: Computer literacy (familiar with the use of Operating License Administration System (OLAS) and Registration Administration System (RAS) and Natis). Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Filing system skills. Creative, Assertive and Confident approach. Reliable and ability to work under pressure and Ability to work as an individual and as a team.
<u>DUTIES</u>	: Administer, monitor and oversee the business flow of the district. Prepare and advice the Provincial Regulatory Entity (PRE) on all matters to be adjudicated including Transport Appeal Tribunal (TAT) matters. Offer Secretariat services to PRE. Compile monthly and quarterly reports. Administer and report on the usage of face values. Daily review of Operating License Administration System (OLAS) report, and verify whether all cash received has been deposited accordingly. Once every week prepare statistics of number of operating licenses issued and consolidate at the end of the month. Supervise key performance of the managed.

ENQUIRIES : B Bopalamo Tel No: 018 3819100

POST 32/262 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: 39/2022/23**
 Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest.

Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Head Office - Mahikeng
 : Grade 12 or equivalent, plus Three (3) years Tertiary qualification in Human Resource Management/ Public Administration /Public Management or related qualification. Three to five (3 – 5) years practical experience in the Human Resource Planning and Employment Equity Environment. Two (2) years `s experience at Supervisory level in the Human Resource Planning and Employment Equity Environment. At least Introduction to the PERSAL system certificate should be attached. Knowledge: Knowledge and experience in the application of prescripts/ legislative frameworks that govern Human Resource Management in the Public Service Environment, including but not limited to the Employment Equity Act 55 of 1998. Knowledge of the PERSAL System. Skills: Excellent verbal and written communication skills, problem solving and computer literacy. Strong planning, coordination and presentation skills. Analytical/ innovative thinking, problem solving skills and Excel Spreadsheets.

DUTIES : Development and review of policies related to the HR Planning and Employment Equity functions. Develop Standard Operating Procedures related to HR Planning and Employment Equity. Develop and Monitor the MTEF HR Plan and submit to the relevant oversight bodies. Facilitate the establishment of the HR Planning Committee in line with the prescribed prescripts and ensure that meetings take place. Develop the Human Resource Plan Implementation Report in line with the prescribed directives. Submit the HR Plan Implementation Report to the relevant oversight bodies. Develop and review the Employment Equity Plan of the Department. Facilitate the establishment of the Employment Equity Committee and ensure that meetings take place. Ensure that the set targets are met in terms of the Employment Equity Plan. Compilation of monthly, quarterly and annual reports relating to HR Planning and Employment Equity. Develop and manage the Public Administration Delegation of Powers and keep the Delegation Registers in line with the relevant prescripts. Submit all reports related to the Delegations of Power to the respective oversight bodies. Management and development of key responsibilities of employees related to the HR Planning and Employment Equity.

ENQUIRIES : Mr BP Motshabi Tel No: 018 200 8270

POST 32/263 : **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: 41/2022/23**
 Directorate: Strategic Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
 : Head Office-Mahikeng
 : Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Public Management/Business Administration or equivalent qualification at (NQF level 6) as recognized by SAQA. Two (2) to Five (5) years work experience in Monitoring and Evaluation environment. Qualification in Monitoring and Evaluation will be an added advantage. A valid driving license. Knowledge: Knowledge in National Monitoring and Evaluation Frameworks., Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Code of conduct, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele). Knowledge in administrative procedures and systems. Basic knowledge of financial administration. Skills: Listening skills. Presentation skills .Analytical thinking. Interpersonal relations .Computer skills .Strategic planning skills. Organisational skills. Research skills. Analytical skills. Leadership skills. Time management. Report writing skills. Problem solving skills. Communication

- skills. Conflict management skills. People management skills. Relationship Management. Decision Making. Facilitation skills.
- DUTIES** : Collection and collation of performance information. Monitoring and validation of performance information. Monitor the implementation of the operational plan, and the annual performance plan. Assist in the compilation of monthly, quarterly and annual reports. Assist in the analyses of reports from Programmes. Analysis of performance and trends against planned targets and milestones. Capturing of reported performance information in to the Provincial and EQPR systems. Management of resources and administrative related duties.
- ENQUIRIES** : Mr M Moiloa Tel No: 018 200 8376
- POST 32/264** : **SENIOR ADMINISTRATIVE OFFICER (INTERNAL REGISTERING AUTHORITIES) REF NO: 43/2022/23**
Directorate: Transport Administration and Licensing
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Ngaka Modiri Molema - Molopo Registering Authority
: Grade 12 Certificate or equivalent, plus three (3) year National Diploma/Bachelors Degree in Public Administration/Management/Financial Management or related. Two (2) to Five (5) years' working experience in NaTIS Motor Vehicle Administration environment. Valid driving Licence. Knowledge: Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and other Public Service related legislations. Skills: Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, decision making, Planning and organising ability to work in a team as well as independently.
- DUTIES** : Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance to the customers and other NaTIS users. Administer the collection of money for registration and licensing of motor vehicles. Reconcile cash collected/drop box slips/debit cards against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds are safely kept during the day. Check transactions documents performed by cashiers against the system generated information report (RD324).Account for all Face Value Documents. Ensure compliance to NRTA 93 of 1996, and Help desk procedure-Minimum Requirements for Sensitive Transaction (RT1194KA).Ensure that the necessary equipment's, stationary and cleaning materials are available at all times. Manage the performance development of staff members in the unit. Compile monthly reports.
- ENQUIRIES** : Ms I Senokwane Tel No: 018 388 1231
- POST 32/265** : **SENIOR ADMINISTRATIVE OFFICER (MOTOR VEHICLE ACCIDENT MANAGEMENT) REF NO: 44/2022/23**
Directorate: Government Motor Fleet
Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Head Office –Mahikeng
: A Grade 12 Certificate or equivalent, plus three years National Diploma/Bachelor's Degree in Public Administration /Management/Transport Management or related. Two (2) to Five (5) years relevant working experience in motor vehicle Accidents. Valid Driving license. Knowledge: Knowledge of Public Service Prescripts. Knowledge of Public Finance Management Act, Treasury Regulations. Knowledge of Transport Circular No.4 of 2000. Knowledge of Road Traffic Management Act. Skills: Computer literacy. Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Ability to work as an individual and as a team.
- DUTIES** : Administration of motor vehicle accidents with regard to pool vehicles within the Province. Referral of Motor vehicle accidents matters to legal services for legal opinion. Organizing and attending consultation of all motor vehicle accidents within the province as per request from Legal Service and the Office of the State Attorney. Sourcing and submission of any information requested by legal services, and the Office of the State Attorney. Completion of stop order

forms and acknowledgement of debt. Perform any other administrative duties that would assist in improving service delivery. Provide Supervisory duties.
PTMosiane Tel No: 018 200 8072

ENQUIRIES :

POST 32/266 : **ARTISAN FOREMAN GRADE A REF NO: 58/2022/23**
Directorate: Government Motor Fleet

SALARY : R308 826 per annum, (OSD)
CENTRE : Dr. Ruth Segnumomotsi Mompoti Government Fleet
REQUIREMENTS : Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.

DUTIES : The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

ENQUIRIES : Ms I Masilabele Tel No: 053 9273762

POST 32/267 : **ARTISAN FOREMAN GRADE A REF NO: 59/2022/23**
Directorate: Government Motor Fleet

SALARY : R308 826 per annum, (OSD)
CENTRE : Bojanala Government Fleet
REQUIREMENTS : Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.

DUTIES : The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

ENQUIRIES : Mr J Leeuw Tel No: 014 5235727

POST 32/268 : **ADMIN OFFICER: GENDER FOCAL POINT AND DIVERISTY MANAGEMENT REF NO: 56/2022/23**
Chief Directorate: Corporate Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Grade (12) certificate or equivalent, plus three (3) years National Diploma /Bachelors Degree in Public Management & Governance, Humanitarian Studies, Psychology, Social Sciences, Certificate in Gender/Youth Development/ Disability studies or related field or equivalent qualification. Two (2) to Three (3) years work experience in special programme or related environment. Knowledge: Sound knowledge of relevant legislations and policies, Transformation agenda in the public service, knowledge of

International conventions/agreements on targeted groups. Skills: Excellent communications (written and verbal) skills, Good interpersonal skills, proven presentation skills, financial management and leadership skills, project management skills, Computer literacy (MS word, MS Power point, Ms Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, Human relation skills, Problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.

DUTIES : Support the compliance with National and Provincial Policy Framework on transformation programmes (Gender, youth, Children, Older persons and People with disabilities). Coordinate implementation of Employment Equity in the Department. Provide administrative support for implementation of transformation workshops awareness programmes and meetings. Facilitate and identify transformation programmes and empowerment interventions. Support the implementation of transformation programmes and activities. Facilitate, monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.

ENQUIRIES : Ms G Tshepe Tel No: 018 200 8152

POST 32/269 : **RISK PRACTITIONER: COMBINED ASSURANCE REF NO: 60/2022/23**
(One Year Fixed Term Contract)
Directorate: Risk and Integrity Management

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Head Office - Mahikeng
: Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years' experience in Risk Management or Internal/ external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication. Self-driven and Assertiveness.

DUTIES : Assist in the review and/or development of the combined assurance policy and framework. Develop and implement combined assurance tools and templates. Coordinate the activities of the combined assurance form. Conduct employee educational and awareness programmes on combined assurance. Analyse reports from other assurance providers and compile a report for management review.

ENQUIRIES : Ms. M.G Mothibedi Tel No: 018 200 8005/7

POST 32/270 : **RISK PRACTITIONER: BUSINESS CONTINUITY REF NO: 61/2022/23**
(One Year Fixed Term Contract)
Directorate: Risk and Integrity Management

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Head Office: Mahikeng
: Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years' experience in Risk Management or Internal/ external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication Self-driven and Assertiveness.

DUTIES : Assist in review/development of Business Continuity Management framework/policy and implementation plans. Conduct Business Impact Analysis and identify and assess BCM related risks, Coordinate and facilitate the development and review BCM strategy/plans, Coordinate the testing of

business continuity plans and update the plans accordingly. Create BCM awareness to all officials, Monitor implementation of Business Continuity Management Implementation Plan. Assist with the compilation of quarterly reports for presentation to Management and RMC.

ENQUIRIES

: Ms. N Ramafi Tel No: 018 200 8382/8062

POST 32/271

: **EVALUATION EXPERT REF NO: 62/2022/23 (X1 POST)**

(Period of 12 Months)

Directorate: Strategic Planning, Monitoring and Evaluation

SALARY

: The compensation of the Evaluation Expert will be done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.

CENTRE

: Mahikeng

REQUIREMENTS

: Grade 12 certificate or equivalent, Master's degree or equivalent in Public Policy, Transport Economics, Monitoring and Evaluation, Development Studies, Public Administration or related social science fields combined with work industry experience. Valid driving licence. Experience: Research skills, at least 2 to 3 years of relevant professional experience in the Evaluations field, excellent oral and written communication skills in English, technologically literate, experience in designing, implementing, and operating project M&E systems from project initiation to close out stages. Knowledge of the National Development Plan (2030), Public Finance Management Act, (1999), Public Service Act (1994) and the National Evaluations Policy Framework (2019). Competences: Objective and independent. Analytical. Innovative. Ethical. Ability to work with other people, harness and build on their ideas.

DUTIES

: Provide technical support on evaluation studies; assist with the development data collection tools and analysis as well as evaluation report writing. Assist with the development of the Departmental Evaluation Plan. Assist with the selection of evaluations for the three year and annual evaluations plans. Review the methodical quality of evaluations conducted in line with the departmental evaluation plan.

ENQUIRIES

: M.J Moiloa Tel No: 018 200 8376

NOTE

: As guided by the National Evaluations Policy Framework 2019, the Department of Community Safety and Transport Management is expected to amongst others: implement the National Development Plan vision 2030 through the development of sector-specific and outcome-specific medium-term plans and delivery agreements, monitor and evaluate the implementation of these plans. Develop and implement the annual evaluations plan and support the national evaluations system. Promote good planning, monitoring and evaluation practices in government. Thus, the department calls for qualified and interested persons to serve on the Departmental Evaluation Technical Working Group (DETWG). Terms Of Appointment: A suitable and qualified person will be appointed for a period of 12 months. Thereafter, the Accounting Officer may or may not renew the period for another term. Please note that this is not a full-time position. The Departmental Evaluation Technical Working Group (DETWG) will hold meetings on a monthly basis for the duration of the said term. Additional meetings may be convened as and when necessary.