

**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. Applications may be emailed to kmakaota@nwpg.gov.za
- CLOSING DATE** : 10 February 2023 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. 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. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, 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 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. Qualifications of shortlisted candidates will be verified with SAQA. 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. Emailed applications will be 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 verification 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. Appoint applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot before they successfully obtain the certificate. The National School of government offers (SMS Pre-Entry Programme), information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

POST 03/324 : **HEAD OF DEPARTMENT REF NO: 70/2022/23**
(5-Year Contract)

SALARY : R1 590 747 per annum, all-inclusive flexible remuneration package, (salary level 15) plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Mahikeng
Grade 12 Certificate. An undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies with policing and/or transport as an added advantage. A minimum of 8 years of senior managerial experience within the Safety & Security Sector and/or Transport Sector of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. No criminal Record. Competencies: Strategic capacity and dynamic leadership skills. Programme and project management skills. Strong financial management skills. Problem- solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of, and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. Computer Literacy.

DUTIES : Reporting to the MEC for Community Safety and Transport Management; the incumbent will provide strategic and operational support to the Office of the Executive Authority and serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Community Safety and Transport Management Prescripts, Services and Programmes in the Province. In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Manage and Oversee the management of provincial Secretariat oversight functions over Police Services within the Province. Oversee the management of Transport Regulations and Road Safety in the Province. Oversee the management of Transport Operations in the Province. Oversee the management of District Coordination and Government Fleet Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

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