

**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** : 03 March 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. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, 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 05/364** : **DIRECTOR-TRANSPORT PLANNING REF NO: 71/2022/23**
Directorate: Transport Planning
- SALARY** : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary contribution to 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 A relevant (NQF level 7) qualification in Transport Management or any relevant qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at middle management within the Transport Environment. Valid driving license. Computer literacy. Project management and Policy formulation will be a strong recommendation. Knowledge: Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and policy development. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Analytical skills, problem solving and the ability to work independently and under pressure. People management and empowerment. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.
- DUTIES** : Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy, National Land Transport Acts and strategies. Manage the development and implementation of Provincial Transport Policy, Legislations, strategies and coordination of Transport Planning processes of all modes of transport. Manage the coordination of transport initiatives at Municipalities level. Contribute to National Policy Framework for the Transport sector. Manage and review application for Integrated Plans of municipalities and make final recommendations. Perform oversight over transport governance structures and usage of inland waterways transportation. Provide strategic Leadership.
- ENQUIRIES** : M Dayel Tel No: 018 200 8028/9

OTHER POSTS

- POST 05/365** : **DEPUTY DIRECTOR: SCHOLAR TRANSPORT REF NO: 72/2022/23**
Chief Directorate: Transport Operations
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to 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 or equivalent plus three (3) year's National Diploma or Bachelor's Degree in Transport Management environment. Five (5) to Ten (10) years' experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver's license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.
- DUTIES** : Manage and administer subsidised Public Transport. Verify and Manage payments of Subsidies to operators. Consult with various transport

stakeholders. Liaise with public transport operators, National Department of Transport in terms of the National monitoring norms and standards. Monitor scholar transport services. Monitor and review current public transport services. Ensure compliance with Financial Management. Ensure the implementation of effective public transport monitoring systems. Consolidate and compile monitoring reports. Manage key performance area of the managed.

ENQUIRIES : Mr P.T Mohono Tel No: 018 200 8089

POST 05/366 : **DEPUTY DIRECTOR: COMMUTER SUBSIDIES REF NO: 73/2022/23**
 Directorate: Public Transport Services
 Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to 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 plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years' experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts, and ability to implement the same. Quantitative Techniques (Econometric Modeling). Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

DUTIES : Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

ENQUIRIES : Mr. P. Mohono Tel No: (018) 200 8086

POST 05/367 : **DEPUTY DIRECTOR-PROVINCIAL REGULATORY ENTITY REF NO: 74/2022/23**
 Directorate: Operator License and Permits
 (Five (5) Years Contract Post)

SALARY : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to 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. A Three (3) year Tertiary Qualification in the Transport Environment or related coupled with a minimum three (3) to five (5) Junior Management experience within the Public Service. Valid Driving License. Computer Literacy. Skills: Public Transport prescripts and legislations. People management. Report writing. Investigations skills. Interpersonal relations. Conflict management and problem-solving skills. Presentation and facilitation.

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

ENQUIRIES : Ms B. Bopalamo Tel No: (018) 3885314/16

<u>NOTE</u>	:	NB: This appointment will be as per provisions of Section 23 of the National Land Transport Act No.5 Of 2005.
<u>POST 05/368</u>	:	<u>DEPUTY DIRECTOR ICT INFRASTRUCTURE SUPPORT REF NO: 75/2022/23</u> Directorate: Information Communication Technology
<u>SALARY</u>	:	R766 584 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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng Matric/ Grade 12 or equivalent Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification. Five (5) and Ten (10) years working experience of which three (3) years working experience at an Assistant Director level. A valid South African driver's license is a prerequisite. Willingness to travel is essential. Knowledge: Knowledge of Public Service prescripts and legislations relating to ICT Infrastructure Support. Skills: Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines. Knowledge of Corporate governance of ICT policy framework and ICT Security Policy.
<u>DUTIES</u>	:	Manage the maintenance of ICT Infrastructure. Manage ICT Service Desk and Technical support. Manage ICT Transversal Applications support. Manage Information Management and Information Technology Risk. Recommend and assist with the acquisition, management and use of computing resources. Manage the ICT desktop hardware and equipment inventory audits. Provide 2 Information Management and Information Communication Technology Security management Manage the provision of technical support. Ensure effective management of Human Resource in the Sub-Directorate.
<u>ENQUIRIES</u>	:	MR S. Matlhako Tel No: 018 388 3697
<u>POST 05/369</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: 76/2022/23</u> Directorate: Office of the Executive Authority Re-advertisement; candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R766 584 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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng Grade 12 certificate or equivalent plus appropriate National Diploma/ Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years experience at Assistant Director/Junior Management level. A valid driver's licence. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.
<u>DUTIES</u>	:	Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipments and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players wrt matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of

registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

ENQUIRIES : Mr Mnisi Tel No: 018 200 8020

POST 05/370 : **DEPUTY DIRECTOR DEMAND MANAGEMENT REF NO: 77/2022/23**
Directorate: Supply Chain Management

SALARY : R766 584 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 plus three (3) National diploma / Degree in /Public Management/ Public Administration/Logistics/Purchasing, Financial Management. Five (5) to Ten (10) years working experience in Supply Chain Management of which three (3) years in junior management (Assistant Director). Valid driver's license. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Walker/BAS. Knowledge of Public Service Regulations Act. Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES : Conduct total needs assessment within the department. Manage the implementation of supplier database. Conduct market analysis. Develop and maintain procurement plan and demand management plan. Manage the needs assessment performance in accordance with the framework. Implement Demand Management policies and SCM prescripts. Ensure the determination of specification and requirements are linked to the Strategic Plan and Budget. Administer Demand Management Plans for all line with HR practices, eg PMDS, training and on-the-job coaching. Be involved in budget projection for the Unit etc.

ENQUIRIES : Mr Siphon Maduma Tel No: (018) 200 8058

POST 05/371 : **QUALITY CONTROL MANAGER REF NO: 78/2022/23**
Directorate: Transport Terminals

SALARY : R491 403 per annum (Level 10)
CENTRE : Pilanesberg International Airport
REQUIREMENTS : Grade 12 certificate or equivalent. National Diploma/Bachelor Degree in Management of Aviation Quality and Services; Audit and Quality Control or Equivalent. Minimum of Five (5) year experience in Aviation Quality Management. Experience in Airport Quality Control Management will be an added advantage. A valid driver's License. Knowledge: Knowledge and understanding of Airport Quality Management. Understanding of Airport Operations. Familiar with Airport Audit and Quality Control. Knowledge of CAR regulation. Knowledge of Quality Assurance Policy and Procedure according to SA-CATS-ASTO 109.02.3. Knowledge of different ICAO Annexures. Skills: Good communication skills (written & verbal). Problem solving, decision making, planning and organizing skills. Time management. Team work. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and work under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and PowerPoint. Accountability and good ethical conduct. Applicants must be physically fit.

DUTIES : Ensure smooth running and management of the airport quality control unit. Ensure compliance with all the SACAA prescripts pertaining to aviation security. Updating and implementation of all Quality matters. Assist in updating and implementation of Airport Safety Management System (SMS) manual and

- Aerodrome Operations Manual. Representation of the airport and the department in all SACAA audit inspections. Ensure that training and development of personnel is executed. Security Clearance all applicants will be subjected to a security clearance / vetting.
- ENQUIRIES** : Mr Mogomotsi Padi Tel No: (014) 552 1261
- POST 05/372** : **ASSISTANT DIRECTOR: GOVERNMENT MOTOR FLEET REF NO: 79/2022/23**
Directorate: Government Motor Fleet
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Dr Ruth Segomotsi Mompoti
: Grade 12 certificate or equivalent plus (3) years National Diploma/Degree in Fleet Management. Three (3) to Five (5) years relevant working experience of which (2) years must be at a supervisory level, and a valid driver's licence. Knowledge: An understanding of Public Service Policies, rules and regulations including, inter alia, the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, performance management Development system, Road Transport Quality System (RTQS) and other related prescripts. Skills: Computer literacy in Microsoft word, Excel and Microsoft Office. Good interpersonal and proven management skills, good communication skills, (verbal and writing). The ability to work independently and under pressure, the ability to maintain positive interpersonal relations and work well as part of the team as well as on individual basis, Problem solving abilities, knowledge of disciplinary code of procedures, ample initiative and self-motivation, Reliability and honesty.
- DUTIES** : Management of District personnel matters, supervise and administer managed maintenance systems. Perform administration functions of the division. Implement measures that would enforce compliance with policies. Provide Management Support to the Deputy Director. Manage staff performance and maintain discipline. Management of pool vehicles, Log –sheets, Vehicle Accidents, Renewal of motor vehicle licenses.
- ENQUIRIES** : Ms KI Masilabele Tel No: 053-927 3760
- POST 05/373** : **ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT REF NO: 80/22/23**
Directorate: Strategic Support Services
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Head Office
: Grade 12 certificate or equivalent plus Three (3) year Tertiary qualification in Information Technology (IT) / Computer System Engineering /Information Systems. Three (3) to five (5) years' experience in Information Technology field of which two (2) years must be at supervisory level, Minimum of two (2) years' experience in business analysis and application Development. A valid Driver's license. Knowledge: Good understanding of Government Information Communication Technology (ICT) policy framework. Good understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other relevant Government Prescripts. Ability to work independently and as a team. Service delivery driven. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. Must have knowledge of Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts. Understanding of information processing fundamentals and best practices. Skills: Systems support skills. Resource management (Time, Cost, Human and Technology). Team player. Good communication (written and verbal) skills. Policy formulation and implementation. Excellent interpersonal skills. Good customer relations. Conflict Management and Problem-solving skills. Attributes: Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to work under pressure. Ability to work independently. Willingness to travel.
- DUTIES** : Database administration: Managing SQL, install, configuring and server management. Plan, coordinate and implement security measures, and patches to safeguard the departmental database. Perform data backup and disaster recovery. Development of Information Systems. Assist with the implementation of corporate governance of information communication technology. Contribute

to project initiation, scope definition and scope change control for envisaged ICT projects. Provide technical support and administration support to ICT projects. Provide Information Systems training. Manage the application development life cycle. Perform systems analysis, design and development of applications based on user requirements. Assist with the compilation of project documentation to support project processes. Manage the performance and development of staff in their immediate span of work. Track, monitor and implement audit findings related to ICT Systems. Assist with management of resources (reports). Facilitate deployment strategies for new projects, including scope and timeline. Assist with the development and implementation of the ICT Strategy. Compile specification for procurement of ICT equipments Mentor and provide skills transfer to System Users. Ensuring that ICT policies are adhered to. Perform task as shall be allocated by the Director and Deputy Director from time to time.

ENQUIRIES : Mr Gabonnwe O Tel No: (018) 388 5685/3697

POST 05/374 : **ASSISTANT DIRECTOR: AIRPORT ADMINISTRATION REF NO: 81/2022/23**
Directorate: Transport Terminals

SALARY : R393 711 per annum (Level 09)
CENTRE : GD Montshioa Airport
REQUIREMENTS : National Senior Certificate or equivalent plus a three (3) year National Diploma or Bachelor's degree in Administration or related. Three (3) to Five (5) years working experience preferably in administration of which two (2) years must be at supervisory level. Valid Code 08 driver's license. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to administration, Public Financial Management Act, Human Resource Management, Supply Chain Management And South African Civil Aviation Authority Prescripts. SKILLS: Good communication skills (written & verbal) A sound computer literacy knowledge in Microsoft Word Excel, Presentation and report writing skills, Good Organizational and planning skills. Conflict resolution skills, high level of computer literacy.

DUTIES : Provide administration support to the Airport manager. Monitor the airport service level and lease agreements, Procurement, Supervising revenue collection. Monitor and co-ordinate airport cleaning. Administering ordering and issuing of stationary. Airport Fleet Management. Responsible for all airport Human Resource administration. Administering all incoming and outgoing correspondence. Supervise administration personnel. Security Clearance All applicants will be subjected to a security clearance.

ENQUIRIES : MS M M Nelson Tel No: (018) 3851027

POST 05/375 : **ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING) REF NO: 82/2022/23**
Directorate: Financial Accounting

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office – Mmabatho
REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which two (2) years must be at supervisory level. BAS certificates should be attached and a valid driver's licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD) and Financial accounting process and procedures. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.

DUTIES : Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger

reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Authorise invoices/Claims/Entity and resolve unpaid payment orders. Supervise personnel

ENQUIRIES : Ms. K. Tswaile Tel No: 018 200 8144

POST 05/376 : **ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT REF NO: 83/2022/23**

Directorate: Risk Integrity Management
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY : R393 711 per annum (Level 09)

CENTRE : Head Office – Mmabatho

REQUIREMENTS : Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Three (3) to Five (5) years relevant experience in Risk Management / Ethics Management or Internal / External auditing of which one (1) year must be at supervisory level. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE) will be an added advantage. Valid driver's License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. 169 Interpersonal relations. Team working and good communication, Self-driven and Assertiveness.

DUTIES : Administer and facilitate fraud prevention plan and anti- corruption strategy. Conduct employee educational and awareness programmes. Assist with management and risk-based verifications of e-disclosures. Assist with the investigations mechanism and referral to law enforcement agency, where necessary. Conduct investigations on reported cases and report outcomes.

ENQUIRIES : Ms. M.G Mothibedi Tel No: 018 200 8005/7 POST 08/229

POST 05/377 : **SENIOR ADMINISTRATION OFFICER – EVALUATION REF NO: 84/2022/23**

Directorate: Strategic Planning, Monitoring and Evaluation

SALARY : R331 188 per annum (Level 08)

CENTRE : Head Office – Mahikeng

REQUIREMENTS : A grade 12 certificate or equivalent, plus three (3) years National Diploma / Bachelor's Degree in Social Sciences/Economic Sciences/Research/Evaluation or equivalent with Two (2) to five (5) years working experience in Evaluation/Research environment. A valid driving license. Knowledge: The successful candidate should have good knowledge of qualitative and quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high - level staff in Government. Should be credible in the academic research environment. Possess good understanding of Government across- the three spheres (National, Provincial and Local) Possess practical experience of undertaking several research or evaluation studies. Skills: Should have Project/Programme Management and Financial Management, good interpersonal relations, advanced computer skills in integrating and managing datasets, data analysis and using data analysis tools e.g STATA/SPSS, data visualisation, planning & organizing as well as written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Must be assertive and self-driven, innovative and creative. Client orientated and customer focused, solution orientated and able to work under stressful situations and possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

DUTIES : Conduct research and evaluation. Develop research and evaluation system. Initiate and undertake review of technical elements of the research and

evaluation system. Manage specific evaluation assignments and undertake analytical evaluation activities. Review research and evaluation documents. Monitor improvement plans. Render effective and efficient management/supervision of Human Resources.

ENQUIRIES : Mr M. J Moiloa Tel No: 018 200 8376

POST 05/378 : **SENIOR PERSONNEL PRACTITIONER-CHANGE MANAGEMENT REF NO: 85/2022/23**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office– Mahikeng
: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Social Sciences / Public Administration/Public Management/Human Resource Management/Industrial Psychology. Two (2) to five (5) years relevant experience in Transformation/Change Management field. Knowledge: Understanding of Public Service Policies, Regulations and Prescripts. White Paper on Transformation of Public Service. Ability to read and interpret policies. Skills: Computer skills (Power Point and Excel). Good communication skills (Written and Verbal). Good interpersonal and Customer relations skills. Planning and Organising skills. Team player and understanding of Batho Pele Programmes. Facilitation and presentation skills. Report writing skills. Creativity and innovative. Unendorsed Driving License.

DUTIES : Development and implementation of service delivery improvement plan. Service Delivery Charter and Service Delivery Standards. Development and maintenance of relevant policies. Facilitate and implement Batho Pele programmes/initiatives. Facilitate the implementation of Change Management in the Department. Establish and maintain Complaints and Compliments management system. Administer Employee satisfaction survey. Provision of administrative support to the committees. Compile reports (monthly, quarterly and Annual). Supervise the key areas of subordinates.

ENQUIRIES : Ms. S.M Rabolele Tel No: (018) 200 8255

POST 05/379 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 86/2022/23**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office - Mahikeng
: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Management Services/Organisational Development/Operations Management/Industrial Psychology/Production Management or any other related qualification. Two (2) to Five (5) years experience must be in the field of Organisational Development and Job Evaluation. Knowledge: Knowledge of Job Evaluation and the Evaluate System. Understanding of Public Service Policies, Regulations and Prescripts. Knowledge of Organisational Structure Design. Knowledge of Business Process Mapping. Skills: Basic research and data analysis skills. Ability to interpret policies. Facilitation and presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Ms Word, Excel, Evaluate System, Visio System, Org-Plus and Introduction to PERSAL). Ability to function independently and as a team. Code EB (08) driving license. Problem solving and decision making skills.

DUTIES : Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Development of Service Delivery Model. Provide assistance and advice in the development of Job Descriptions for all employees within the Department. Conduct analysis, Evaluation and Grading of posts. Coordinate development of Business Processes Mapping. Implementation of Department of Public Service Administration Directives (DPSA) and Resolutions. Assist in the verification of Job Specifications. Supervise the key areas of Subordinates.

ENQUIRIES : Ms. K.G Twasing Tel No: (018) 200 8256

- POST 05/380** : **SENIOR SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 87/2022/23**
Directorate: Supply Chain Management
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Matric/ Grade 12 or equivalent plus three (3) years National Diploma/Degree in Supply Chain Management/ Public Administration /Public Management/Logistics Management with Two (02) to Five (05) years working experience in SCM (Preferably in Demand Management). Knowledge: Public Service Regulation and other relevant prescripts. Knowledge in PFMA, PPPFA, BBBEA and codes of Good Practice. Knowledge of Treasury Regulations, SCM Practice notes, Knowledge of Central Supplier Database (CSD). Walker Management system. Personal Development System (PMDS). Skills: computer literacy, analytic skill, presentation skills, Conflict Management skill. Ability to work under pressure. Driver's license.
- DUTIES** : Monitor the process of conducting market and industry analysis. Monitor the process of conducting supplier and commodity analysis, Conduct expenditure analysis. Monitor implementation of Demand and Procurement Plan. Supervise and develop staff.
- ENQUIRIES** : Ms M Marumo Tel, 018 200 8363
- POST 05/381** : **SENIOR STATE ACCOUNTANT (REVENUE MANAGEMENT) REF NO: 88/2022/23**
Directorate: Management Accounting
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : A Grade 12 Certificate or equivalent plus appropriate Bachelor's Degree/ National Diploma in Accounting or Auditing. Two (2) to five (5) years relevant experience in Revenue management and BAS certificates. Knowledge: Knowledge of Public Finance Management Act, DoRA, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. Skills: Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.
- DUTIES** : Assist in managing the collection of revenue in the department. Handling deposits in suspense accounts and do follow up on accrued departmental revenue with stakeholders. Compile and submit reports on revenue performance (monthly/quarterly). Performance of reconciliations and clearing of reconciling items. Interact with auditors to gather relevant support and assist with retrieval of documentation during audit period. Ensure compliance with internal controls. Supervise and training personnel.
- ENQUIRIES** : Mr. T. Tsatsimpe Tel No: 018 200 8398
- POST 05/382** : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT PLANNING & COORDINATION REF NO: 89/2022/23**
Directorate: Transport Planning and Policy Development
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years Diploma/Degree in Transport Economics/ Transport Management. Two (02) to Five (05) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy. 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. Public Service 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. Participate in the Provincial, District and Local Municipality Transport forums. Ensure integration of Integrated Transport Plans into Municipal Integrated Development Plans. 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 co-ordination. 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.
- ENQUIRES** : Mr. SM Molotsi Tel No: 018 200 8198
- POST 05/383** : **PRINCIPAL ROAD SAFETY OFFICER REF NO: 90/2022/23**
Directorate: Road Safety Management
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Dr Ruth Segomotsi Mompoti
REQUIREMENTS : Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. Two (2) to Five (5) years work experience in Road Safety Management/ Education and Communications field. Code 08/ EB Driver's License. Knowledge: National Road Safety Act of 1972. Ability to work independently and under pressure. 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** : Supervise the implementation of Road Safety Education Programs. Coordinates Road Safety Education projects. Supervise the Implementation of road safety awareness campaigns. Identify and analyse road safety needs within the Sub- District. Identify and interact professionally and effectively with diverse stakeholders within the Sub- District.
- ENQUIRIES** : Mr. MS Thomas Tel No: 053 927 4645
- POST 05/384** : **ADMINISTRATION OFFICER SENIOR REF NO: 91/2022/23**
Directorate: Public Transport Services
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport/Economics related equivalent qualification coupled with Two (2) to Five (5) years experience in transport related functions. A code 08 Drivers / EB driving license. Knowledge: Knowledge of Public Transport Legislation, Public Service Policies, rules and regulations. Sufficient knowledge of Public Transport operations in the Province. Skills: Ability to work independently and/ or with little supervision and under pressure. Computer literacy, ability to formulate and write reports. Communicate at the highest level. Demonstrate the ability to work as a member of a team, accept responsibility and show initiative at assigned tasks.
- DUTIES** : Monitoring of transport operations to ensure compliance. Monitoring of service provider contracts for compliance. Consolidation and compiling of Provincial quarterly reports, financial year expenditure reports, statistical reports. Updating commitment register of service providers. Co-ordination of audits. Verify spreadsheets. Attend project meetings and prepare progress reports.
- ENQUIRIES** : MR. P Mohono Tel No: (018) 200 8086/8089
- POST 05/385** : **ARTISAN FOREMAN REF NO.:92/2022/23 (X1 POST)**
Directorate: Government Motor Fleet
- SALARY** : R318 090 per annum, (OSD) Notches
CENTRE : Dr Ruth Segomotsi Mompoti

- 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 driver's licence EC or EC1 plus Public Driving Permit (PDP). Knowledge: Technical analysis knowledge, Fleet Management, Public service Act, Public Service Regulations, including PFMA, PMDS policy, Circular number 4 of 2000, Disciplinary code. Skills: Good communication skills and interpersonal relations, managerial and leadership skills, analytic and problem solving skills, negotiation and conflict resolution, creative and innovative, ability to work independently and under pressure, ability to interact with persons on various levels.
- 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 quotation 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.
- ENQUIRES** : Mr Matsime Tel No: 053-927 3762
- POST 05/386** : **PRINCIPAL FIREMAN REF NO: 93/2022/23 (X2 POSTS)**
Directorate: Transport Terminals
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: GD Montshioa Airport, Pilannesburg Airport
: Grade 12 certificate or equivalent. Higher Certificate or equivalent from recognised institution. Two (02) years' experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. Valid Driver's Licence – Code C1. Certified Aviation related Fire Service Courses. Valid First Aid Level 3 or higher. Knowledge: Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Aircraft fire, Aircraft construction, Aircraft technical overview, Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, General Airport Procedures, Sound knowledge of public service legislations and framework. Skills: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to accept, issue and interpret directives. Ability to work under pressure. Ability to work in a team and independently. Ability to resolve workplace conflicts.
- DUTIES** : Maintain safety in Airport. Maintain Airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Maintain equipment and facility in a state of readiness. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel on shift.
- ENQUIRIES** : Mr J Matlaopane Tel No: (014) 552 1261
- POST 05/387** : **ADMINISTRATIVE OFFICER: POLICY DEVELOPMENT AND RESEARCH REF NO: 94/2022/23 (X2 POSTS)**
Directorate: Transport Planning and Policy Development
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Head Office - Mahikeng
: Grade 12 Certificate or equivalent plus Diploma/Bachelor's Degree in Transport Economics/Transport Management environment. Two (02) to Three (03) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Project Management Course will be an added advantage. Knowledge: Knowledge of

National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. Skills: Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours.

DUTIES : Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Policy Development & Research on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

ENQUIRIES : Ms K.D Koikoi Tel No: 018 200 8221

POST 05/388 : **ACCOUNTING CLERK SUPERVISOR: SALARIES AND TAXATION REF NO: 95/2022/23**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Head Office - Mahikeng
: Matric / Grade 12 or equivalent plus three (3) to five (5) years working experience in Salaries and Tax Unit. Certificate in Introduction to PERSAL. Certificate in PERSAL Salary Administration. General Principle of BAS. Knowledge of PERSAL & BAS System, e-filing and easy file. Knowledge: Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

DUTIES : Manage effective payment of salaries allowance and deduction as well as salary claims. Payroll management. Calculations of over / under payments: Service Terminations and Manual payments. Render effective records management. Manage the performance and development of staff.

ENQUIRIES : Ms. G Mooketsi Tel No: 018 200 8098

POST 05/389 : **DRIVER INSTRUCTOR REF NO: 98/2022/23**
Directorate: Government Motor Fleet

SALARY CENTRE REQUIREMENTS : R269214 per annum (Level 07)
: Bojanala
: Grade 12 certificate plus Advanced driving Certificate or Defensive Driving Certificate (Instructors/ Examiners). Valid drivers license (EC1 or EC). Three (3) to Five (5) years relevant working experience in Driver Instructor field. Knowledge: Defensive driving. Knowledge of Transport Act. Public Service Policies rules and regulations. Skills: Defensive driving Skills. Computer literacy. Good interpersonal relations. Decision making. The ability to work under pressure. Ability to recognize safety hazards. Ability to interact with different employees of different Departments. Creative assertive and confident approach. An independent work ethic. Self- motivated and reliable. Integrity and honesty. A collaborate approach to challenges.

DUTIES : conduct driving course pre-test i.e theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre- Trip Inspection (External & Internal) driving as we supposed to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members.

ENQUIRIES : Ms R.M Nonyana Tel No: 087 086 6015

POST 05/390 : **ADMINISTRATION OFFICER ACCIDENT REF NO: 99/2022/23**
 Directorate: Government Motor Fleet

SALARY : R269 214 per annum (Level 07)
CENTRE : Dr Ruth Segomotsi Mompoti
REQUIREMENTS : Grade 12 certificate with a recognised National Diploma/Degree in Transport management. Two (2) to Three (3) years relevant and extensive work experience in motor vehicle accidents, plus a valid driver's license code EB/EC. Knowledge: Must know all Government Prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Health and Safety Act of 1999, Labour Relations Act, Basic Conditions of employment Act, PFMA Act, PMDS Policy, Circular No 4 of 2000, Disciplinary code of conduct. Knowledge of fleet administration and management. SKILLS: Good analytic skills, Dynamic leadership skills, conflict resolution, Administration skills, Ability to maintain positive interpersonal relations, Good verbal and written communication as well as interpersonal skills. Computer literacy in Excel, MS Word, Power point and Access. Must be a team player and have the ability to work under pressure and deliver to tight deadlines.

DUTIES : Administration of accidents and pool vehicles. Liaise with the workshop manager and the Deputy Director Fleet Maintenance with regard to Accidents and pool vehicles administration processes. Ensure monthly reports are compiled for both accidents and pool vehicles for District Management and Head Office. Ensure invoices are collected for Audit purposes. Support District Management in compiling of reports to Districts as well as Head Office. Perform Transport Officers duties by ensuring that Components vehicles are utilised in accordance with Transport Regulatory Policy. Administer and supervise. Any other administrative duties that would assist in improving service delivery.

ENQUIRES : Ms KI Masilabele Tel No: 053-927-376

POST 05/391 : **ARTISAN PRODUCTION GRADE A - WHITE FLEET MAINTENANCE REF NO: 100/2022/23**
 Directorate: Government Motor Fleet

SALARY : R199 317 per annum, (OSD) Notches
CENTRE : Dr Ruth Segomotsi Mompoti
REQUIREMENTS : Grade 10 plus completed apprenticeship and Passed Trade Test in Motor Mechanic, at least 2 years' experience required in the workshop environment. Valid driver's licence code 10 and PDP. NB Grade 12 will be added as an advantage. Knowledge: Basic Technical analysis knowledge. PFMA, knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Public Service Regulations. Skills: Problem solving and analysis, Decision making and creativity, Self-Management and analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organising skills, problem solving skills and decision making.

DUTIES : Inspect vehicles for technical faults, Repair vehicles according to standards, Test and repair vehicles against specifications. Service vehicles according to schedule. Quality assure service and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.

ENQUIRES : Mr Matsime ME Tel No: 053-927 3762

POST 05/392 : **ARTISAN PRODUCTION GRADE A REF NO: 101/2022/23 (X1 POST)**
 Directorate: Government Motor Fleet

SALARY : R199 317 per annum, (OSD) Notches
CENTRE : Bojanala, Rustenburg (1)
REQUIREMENTS : Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 plus PrDP. Knowledge: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self- Management and analytic skills. Ability to communicate and basic computer skills. Customer focus and responsiveness, Planning and organizing. Problem solving skills and decision making.

DUTIES : Administer vehicle maintenance system. Inspect vehicles and diagnose mechanical faults on equipment. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assures serviced and maintained vehicles. Keep record and maintain job register. Inspect and attend to mechanical breakdowns.

ENQUIRIES : Mr L.J Leeuw Tel No: 087 086 5947/ 087 086 6015

POST 05/393 : **FIREMAN/FIRE FIGHTER REF NO: 102/2022/23 (X2 POSTS)**
Directorate: Transport Terminals
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
GD Montshioa Airport, Pilannesberg Airport
Grade 12 certificate or equivalent plus one (01) year experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. First Aid Level 3 or higher. Valid Driver's Licence – Code C1 Knowledge: Ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Fire and Rescue procedures, Control room management. Sound knowledge of public service legislations and framework. Skills: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to interpret directives and to work under pressure. Ability to work in a team and independently.

DUTIES : Maintain safety in Airport. Maintain Airport compliance in line with South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Participate in fire drills, attends classes in firefighting, emergency medicals, hazardous materials and related subject. Participate in the inspection of buildings, hydrants runway, apron and other structure in the fire prevention programme. Perform general maintenance work in the upkeep of fire facilities and equipment. Cleans and washes walls and floors, cares for grounds stations, make minor repairs, washes, hangs and dries hose, washes, cleans. Maintain and tests apparatus equipment.

ENQUIRIES : Mr J Matlaopane Tel No: (014) 552 1261

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

APPLICATIONS : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

FOR ATTENTION : Ms Nomathemba Serei Tel No: 018 388 3687 or Ms Ethelia Masibi Tel No: 018 388 3933

CLOSING DATE : 24 February 2023, Time (16H30)

NOTE : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Foreign qualifications must be accompanied by an evaluation certificate issued by South African Qualification Authority (SAQA) and it is the responsibility of a person in possession of foreign qualifications to have the evaluated and furnish the Department with such evaluation report (only when shortlisted) 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme

Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Please Note: Some of the positions were previously advertised, applicants who previously applied are encourage to re-apply. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form. NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 05/394 : **DIRECTOR: MUNICIPAL PERFORMANCE, MONITORING, REPORTING, EVALUATIONS AND SUPPORT REF NO: COGTA 29/ 22-23**
 Chief Directorate: Local Governance
 Directorate: MPRES

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), all-inclusive remuneration package
 : Head Office (Mmabatho)
 : Matric/Grade 12. Diploma/Degree (NQF Level 7) in Public Administration/ BSC in Statistical Research (NQF level 7 as recognized by SAQA). 5 years' experience in Municipal Performance Management at middle management/ Deputy Director Level. SMS pre-entry certificate. Valid driver's License
 Competencies/Knowledge/Skills: Monitor and Evaluation processes, Research Methodology and performance measurement, All relevant public service and municipal legislation, policies and prescripts, Extensive knowledge in the Municipal System Act and shared information management systems and information management legislations, knowledge on database management and development, understanding the setup in the department and municipal level, management and leadership, negotiating, presentation, map reading, people management, geographic information systems, conflict resolution, planning and organizing, computer literate.

DUTIES : Monitoring the performance of municipalities in accordance with government programme of action. Administer municipal performance data availability for enhanced municipal performance reporting. Oversee municipalities with the implementation of performance management systems. Administer the evaluation of municipal performance in accordance with government programme of action.

ENQUIRIES : Mr G Mokoena Tel No: 018 388 2312

OTHER POSTS

POST 05/395 : **CHIEF PROFESSIONAL CIVIL ENGINEER REF NO: COGTA 30/ 22-23**
Chief Directorate: Development Planning
Directorate: Intergrated Municipal Infrastructure

SALARY CENTRE REQUIREMENTS : Grade A: R1 090 224 - R1 246 560 per annum, (OSD Requirements)
: Head Office (Mmabatho)
: Matric/Grade 12. Degree/B-Tech in Civil Engineering or any other relevant equivalent qualification (NQF Level 7) in (NQF level 7 as recognized by SAQA). Compulsory Professional Registration with ECSA (Professional Engineer/Professional Technologist). 5 Year's relevant experience in Civil Engineering environment as a Civil Engineer or Engineering Technologist. Valid driver's License. Competencies/Knowledge/Skills: In-depth: knowledge of: MFMA, PFMA, DORA, MIG Framework, CIDB. Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK, etc) Engineering standards (SANS, TMH Manuals, TRH Manuals,etc), Contracts Management, Project Management, Design and Development, Communication, Leadership.

DUTIES : Administer development and implementation of Municipal infrastructure plans and programmes. Administer Compliance to Infrastructure Engineering norms, standards and programme conditions. Advise on Implementation of Infrastructure Grants in municipalities. Administer Registration of Infrastructure projects. Examine Performance and progress on infrastructure spending. Ensure maintenance of Municipal Infrastructure assets.

ENQUIRIES : Mr M Monageng Tel No: 018 388 3614

POST 05/396 : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL PLANNING & MANAGEMENT REF NO: COGTA 31/ 22-23**
Chief Directorate: Local Governance
Directorate: Municipal Finance

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), all-inclusive remuneration package
: Head Office (Mmabatho)
: Matric/Grade12. Diploma/Degree (NQF6/7) in Accounting or any other relevant qualification. Minimum 3-5 years' relevant experience at Middle Management/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Understanding legislation relevant to the department, Public Office Bearers Act, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Municipal Property Rates Act, Municipal Planning Performance and Performance Management Regulations, Division of Revenue Act. Report Writing, Computer literacy, Communications, Presentation and Leadership Skills.

DUTIES : Monitor the municipal budgetary preparation process in terms of section 21 of the MFMA. Monitor and report on municipal budget expenditure trends. Monitor and support municipalities with revenue management enhancement initiatives. Monitor and provide hands-on support to municipalities with the planning and implementation of financial recovery plans. Monitor and support municipalities with the implementation of Upper Limits of salaries, allowances and benefits of members of Municipal Council. Coordinate annual submission of inputs in regard to MSA section 47 report.

ENQUIRIES : Ms E Mmutle Tel No: 018 388 3763

POST 05/397 : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT WORKERS PROGRAMME REF NO: COGTA 32/ 22-23**
Chief Directorate: Local Governance
Directorate: Municipal Administration

SALARY CENTRE : R766 584 per annum (Level 11), (all-inclusive remuneration package)
: Head Office (Mmabatho)

REQUIREMENTS : Matric/Grade12. Diploma/Degree (NQF6/7) in Development Studies, Public Management/Administration, Social Sciences or any other relevant equivalent qualification. Minimum 3-5 years' relevant experience in community development at Middle Management/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Sound knowledge of RSA Constitution, Sound knowledge of Labour Relations Act, Community Development Prescripts, Local Government legislative and Regulatory Environment, Chapter 4 of Municipal Systems Act i.r.o Community Participation, PFMA in general but Supply Chain management principles in particular. Public Speaking, Group Facilitation, Conflict Resolution, Planning Techniques and Tools, Monitoring Techniques, Report Writing and Computer literacy.

DUTIES : Facilitation and strengthen of community development interaction and partnership between government and communities. Coordination of CDWP district activities relating to overall municipal and sector department's performance for the whole Province. Coordination and participation in community development and service delivery structures/forums at Provincial level. Facilitation of public access to government-wide services at Provincial level. Coordination, consolidation and submission of CDWP reports to stakeholders. Manage the sub-directorate resources.

ENQUIRIES : Mr P Moipolai Tel No: 018 388 3615

POST 05/398 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SUPPORT REF NO: COGTA 33/ 22-23**
Chief Directorate: Local Governance
Directorate: Municipal Administration

SALARY : R766 584 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Municipal Governance Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Financial Management Act, Municipal Structures Act, Applicable legislation and Regulatory Framework, Analytical and Research, Group facilitation Strategic and Project Management, Computer literacy, Interpersonal and Policy development and evaluation.

DUTIES : Monitor and support council and council committee functionality. Monitor municipalities' compliance with legislation and policies. Conduct assessments of municipalities. Coordinate and monitor the implementation of Local Governance Anti-Corruption strategy. Support municipalities in respect of Local Labour Forum functionality (Labour Relations).

ENQUIRIES : Mr Pule Moipolai Tel No: 018 388 3615

POST 05/399 : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: COGTA 34/ 22-23**
Chief Directorate: Local Governance
Directorate: Municipal Administration

SALARY : R766 584 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Public Participation .Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Structures Act, National Capacity Building Framework, Community Development Workers Programme, Conflict Resolution, Public Speaking, Planning and Organising, Computer literacy, Project Management, Monitoring and Evaluation.

DUTIES : Monitor implementation of ward committee operational plans. Administer municipal functionality support to Speaker's office and ward committees. Coordinate and monitor municipal district support forums. Provide tactical support on the implementation of Back to Basics approach and District Development Model. Monitor and support municipal response to community concerns (customer care).

ENQUIRIES : Mr Pule Moipolai Tel No: 018 388 3615

POST 05/400 : **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY**
BUILDING REF NO: COGTA 35/ 22-23
Chief Directorate: Corporate Services
Directorate: Human Resource Management

SALARY : R766 584 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade12 Diploma/Degree (NQF6/7) in Training Management/ Human Resource Management/Public Administration/Management/ Human Resource Development or any other relevant qualification. Minimum of 3 – 5 years relevant experience in Middle Management/ Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of: Skills Development Act (SDA), Skills Development Levies Act, Employment Equity Act (EEA), Human Resource Development Strategy, Human Resource Development Framework, National Qualification Framework, Public Service Regulations, Public Financial Management Act (PFMA), Financial Management, Conflict Management, Project/Programme Management, Presentation, Facilitation, Communication, Computer literacy, Strategic Leadership, Problem solving and analyzing.

DUTIES : Administer the implementation of skills development and talent management programme. Oversee the provision of training and capacity building programmes. Administer bursaries, learnership and internship programme, Monitor the implementation of the performance management system. Monitor the impact of training interventions.

ENQUIRIES : Mr Frank Sepeng Tel No: 018 388 4788

POST 05/401 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: COGTA**
36/ 22-23
Chief Directorate: Corporate Services
Directorate: Strategic Management Services

SALARY : R766 584 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Diploma/ Degree (NQF Level 6/7) in Auditing/Public Administration/Public Management/ Monitoring and Evaluation or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at Middle Management or Assistant Director Level and Auditors who have conducted audit on predetermined objectives in both Private and Public sectors are encouraged to apply. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of audit procedures and standard skills, Performance Information framework, annual report guide for national and provincial departments, Performance monitoring and evaluation reporting guidelines and performance information handbook, knowledge of PFMA, Advanced data analysis, Advanced Report writing, Advance Computer literacy, Sound organizing and planning, Good Communication, Good records management.

DUTIES : Oversee the implementation of Performance Information Framework. Coordinate the development of the Departmental Annual report. Oversee the implementation of Provincial M&E system. Coordinate Auditor General and Provincial Internal Audit on Predetermine objective and respond to audit exceptions. Coordinate the development of Accounting Officer's Report.

ENQUIRIES : Mr Mthandazo Radebe Tel No: 018 388 4456

POST 05/402 : **DEPUTY DIRECTOR: EXTERNAL COMMUNICATION REF NO: COGTA 37/**
22-23
Chief Directorate: Corporate Services
Directorate: Communication Management Services

SALARY : R766 584 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Diploma/ Degree (NQF Level 6/7) in Journalism/Communication/Public Relations/ Media Studies or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at middle management/ or Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Public Service prescripts, In-depth knowledge of government communication prescripts,

<u>DUTIES</u>	:	Good Communication, Analytical and Research, Strategic Management, Project Management, Computer literacy, Interpersonal and problem-solving. Monitor the provision of media relations services. Oversee departmental interaction with the public. Administer the process of event communication support services. Monitor the provision of content development services. Oversee the usage of communication channels to market departmental services.
<u>ENQUIRIES</u>	:	Ms Dineo Thapelo Tel No: 018 388 3402
<u>POST 05/403</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: COGTA 38/ 22-29</u> Chief Directorate: Corporate Services Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Social Work/Psychology relevant equivalent educational qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level. Registered with Health Professions Council South Africa (HPCSA) or South African Council for Social Services (SACSS). Valid driver's license. Competencies/Knowledge/Skills: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service, Occupational Health and Safety Act, COIDA and the implementation, Communication, Facilitation, Computer literacy, Planning, Analytical, Problem-Solving.
<u>DUTIES</u>	:	Administer Occupational Health, Safety and Environment Strategies and Programmes. Oversee the implementation of HIV and AIDS, TB and other communicable diseases. Oversee implementation of prevention support and treatment care programmes. Coordinate the implementation of Employee Health and Wellness Programmes. Monitor department health risks trends.
<u>ENQUIRIES</u>	:	Mr Frank Sepeng Tel No: 018 388 4788
<u>POST 05/404</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: COGTA 39/ 22-23</u> Chief Directorate: Corporate Services Sub Directorate: Security and Facilities Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Security Management/Policing or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level in security and facilities management. Valid driver's license. Competencies/Knowledge/Skills: In depth knowledge of Promotion of Administration Justice Act (PAJA), Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA), National Strategic Intelligence Act (NSIA), Property Management Principles, Public Financial Management Act (PFMA), Investigation skills, Contract management, Project Management, Stakeholder Management, Specification Drafting, Communication, Computer Literacy, Strategic Leadership, Problem solving and analysing.
<u>DUTIES</u>	:	Oversee the implementation of physical security measures and mechanisms. Oversee the implementation of information security measures and mechanisms. Monitor the provision of document classification and employee vetting services. Administer the provision of Departmental infrastructure maintenance services. Oversee the provision of auxiliary and driver messenger services.
<u>ENQUIRIES</u>	:	Ms ME Lehoko Tel No: 018 388 4788
<u>POST 05/405</u>	:	<u>DEPUTY DIRECTOR: INTERGRATED DEVELOPMENT PLANNING REF NO: COGTA 40/ 22-23</u> Chief Directorate: Development Planning Directorate: Municipal Development Planning
<u>SALARY CENTRE</u>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho)

- REQUIREMENTS** : Matric/Grade12. Diploma/Degree (NQF6/7) in Development Studies/ Development Planning/Social Sciences or any other relevant equivalent qualification. Minimum 3 – 5 years relevant experience at Middle/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Constitutional of RSA, Act 108 of 1996. Municipal Structures Act no 117 of 1998. Spatial Planning and Land Use Management Act 16 of 2013. Municipal Finance Management Act 56 of 2003. Intergovernmental Relations Framework Act 13 of 2005, Regulations of pieces of legislation as at least mentioned above. National development Plan Vision 2030. Sustainable Development Goals (2030).Provincial Spatial Development Framework. Integrated Urban Development Framework (IUDF). Municipal and Government planning process, Structures and timeframes. Public Service Administration Policies and process. Strategic Planning and management skills, Leadership skill, Analytical skills, People management skill, problem solving skill, Presentation skill, Planning and organizing skill, Good interpersonal skill, Policy analysis skill facilitation skill, Communication skill (written and verbal) , Project management skill, Computer Literacy skills Ms Packages, Financial management skill & liaison/ Networking skills.
- DUTIES** : Coordinates assessment of the quality and credibility of municipal integrated development plans, Coordinate the development and implementation of district IDP framework and process plans in municipalities. Oversee the establishment and functionality of IDP structures at provincial level. Coordinate sector planning support initiatives and priorities per district in line with District Development Model.
- ENQUIRIES** : Mr M Oagile Tel No: 018 388 2642
- POST 05/406** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT & COMMUNICATION SUPPORT REF NO: COGTA 41/ 22-23**
Chief Directorate: Development Planning
Directorate: Disaster Management
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package
: Head Office (Mmabatho)
: Matric/Grade12. Diploma/Degree (NQF6/7) in Disaster Management/ Information Systems or any other relevant equivalent qualification. Minimum 3-5 year's relevant experience at Assistant Director in Information Management & Communication Support level in Disaster Management. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of: Disaster Management Act and Policy Frame work, Cooperate governance of ICT Policy Framework, Public Service Act, Public Service Regulations, Treasury regulations, DORA, Troubleshooting, System Analysis, Computer literacy, Project Management, Financial Management, Report Writing, Conflict Management, Strategic Management and leadership, Problem solving, Effective communications and coordination, planning and organizing, research and analytical skills.
- DUTIES** : Establish Disaster Management Information System, Monitor the provision of early warnings on detected disaster hazards. Oversee the establishment of the Provincial information resource centre. Administer response and recovery operations and the recording, retrieval, and updating of information during events/disaster. Monitor the implementation of municipal disaster management information system. Administer the implementation of Geographic Information Systems.
- ENQUIRIES** : Mr M.J Rikhotso Tel No: 018 388 4446
- POST 05/407** : **PROFESSIONAL TOWN PLANNER (GRADE A) REF NO: COGTA 42/ 22-23**
Chief Directorate: Development Planning
Directorate: Municipal Development Planning
- SALARY CENTRE REQUIREMENTS** : Grade A: R646 854 – R696 834 per annum, (OSD Requirements)
: Head Office (Mmabatho)
: Matric/Grade: 12 Degree/B-Tech (NQF7) in Town/ Urban and Regional Planning or any other relevant equivalent qualification, Registration with SACPLAN as Professional Town and Regional Planner Minimum 03 years post qualification Town/Urban and Regional Planning experience. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of spatial planning and land use management Act, (SPLUMA, Act 16 of 2013), Knowledge of Municipal land use schemes and spatial development framework (processes of

development and review), Knowledge of municipal structures as constituted by SPLUMA, Legislative framework governing development planning, Project management, research and development, computer-aided applications, report writing, presentation, leadership, analytical and communication.

DUTIES

: Coordinate the development and review of Land use Schemes. Coordinate the development and review of Spatial Development Frameworks. Coordinate technical support to municipalities with the assessment of town planning applications. Coordinate the establishment, training and functionality of Municipal Planning Tribunals and Appeal Authorities. Coordinate the implementation of National and Provincial Spatial Planning and Land Use Management. Provide technical support in the IGR structures of the District Development Models.

ENQUIRIES

: Mr M Oageng Tel No: 018 388 2642