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Department:
Community Safety & Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
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Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 2 OF 2017/2018 FINANCIAL YEAR

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. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.

Note: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 04/08/2017 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **SENIOR ADMINISTRATIVE OFFICER (eNaTIS TRAINER)**
REF. NO : **20/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: * Grade 12 Certificate or equivalent. Appropriate three (3) years National Diploma/Degree in Transport Management / Business Administration / Public Management / Public Administration / Financial Management. Two (2) to five (5) years relevant working experience in eNaTIS environment of which two (2) years must be eNaTIS training experience. eNaTIS Certificate (Motor vehicle Registration and Licensing). Valid driving license. Facilitation course will be an added advantage. **KNOWLEDGE:** Knowledge of the NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills. Inter-personal relation skills. *Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving skills and decision making. Facilitation skills.

DUTIES: Identify eNaTIS training and development needs through job analysis within eNaTIS offices. Design training and development programmes based on the needs of the offices and individual users. Work in a team to produce required and satisfactory results in the eNaTIS environment. Produce training schedules and individual learning plans for in-house training. Manage the training centre in the province. Conduct training on eNaTIS modules, eNaTIS Security Policy and all Legislative Prescripts in the eNaTIS environment. Evaluate training and development programmes. Monitor and review progress of trainees. Amend and revise programmes as necessary in order to adapt to changes occurring in the eNaTIS environment. Assist eNaTIS Users to solve transactional problems either one on one basis or in groups. Keep up to date with developments in training by reading relevant manuals and journals, going to meetings and attending relevant courses. Ensure that necessary equipments and materials are available in the training centres at all times. Manage the performance and development of staff in the unit. Prepare and compile reports.

Enquiries: Ms B. Tshounyane, Tel Nr (018) 388 1121

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **ADMINISTRATION CLERK SUPERVISOR (TRAFFIC LAW ADMINISTRATION)**
REF. NO : **21/2017/18**
SALARY : **R226 611 pa (SL 07)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS and Abnormal Loads Permits environment. **KNOWLEDGE:** Knowledge of the NRTA, PFMA, Treasury Regulation and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

DUTIES: Render the supervision services within the provincial DLTC, VTS and Law Enforcement agencies. Supervise the reconciliation of cash collected against the performed transactions. Ensure that public funds collected are safely kept during the day. Account for all allocated Face Values.

Administer the issuing of abnormal loads permits. Supervise the registration of authorized officers and MIBS. Administer the driving license queries. Compile monthly reports

Enquiries: Ms. S. Magomotso, Tel Nr (018) 381 9178

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK – SUPERVISOR
REF : 22/2017/18
SALARY : R 226 611 pa (SL 7)
CENTRE : GANYESA STATION

REQUIREMENTS: Grade 12 certificate or equivalent. Two (2) to three (3) years working experience in Road Traffic Administration environment. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good verbal and writing communication skills. Planning and organizing skills

DUTIES: Supervise and render general clerical support service. Supervise and provide supply chain support services within the unit. Administer the capturing of traffic fines (J534), court cases, accidents report in the system and attend to their enquiries. Supervise and provide financial administration support services within the station. Supervise human resource /staff.

Enquiries: Mr. M M Keetile, Tel Nr (053) 998 3317

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING
POST : ADMIN CLERK SUPERVISOR (eNATIS HELP-DESK) x2
REF. NO : 23/2017/18
SALARY : R226 611 pa (SL 07)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. e-Natis Training Certificate. Valid driving license. **KNOWLEDGE:** Knowledge of the National Road Traffic Act, Act No. 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills, Interpersonal relation skills, Ability to act with stakeholders. Planning and organising skills, Ability to work under pressure, Problem solving and decision making skills.

DUTIES: Render the supervision of administration clerks within the Provincial eNaTIS Help desk Unit. Provide efficient and effective assistance to registering authorities and other eNaTIS users. Periodic review of transactions captured on the system by Users. Ensure that all daily captured documents are filed. Ensure compliance of documents received from registering authorities to the National Road Traffic Act, Act No. 93 of 1996 and the eNaTIS Help Desk. Minimum Requirements for sensitive Transaction requirements. Manage the performance and development of staff in the unit. Compile monthly performance reports.

Enquiries: Ms. M P Mambo, Tel Nr (018) 388 1112

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ADMIN CLERK (ENATIS HELP-DESK)**
REF. NO : **24/2017/18**
SALARY : **R152 862 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent coupled with one (1) to two (2) years experience in general administration. **KNOWLEDGE:** Public Service Prescripts, Administrative and clerical procedures and systems. **SKILLS:** Computer literacy, Good interpersonal relationship skills, Planning and organizing skills. Report writing skills.

DUTIES: Render general clerical support services within the eNaTIS Help Desk. Perform sensitive transaction as per request from Registering Authorities. Capturing of all approved sensitive transactions. File all captured and checked documents in accordance to the prescribed filing system. Assist members from Registering Authorities with telephonic enquiries.

Enquiries: Ms M Ramasela, Tel Nr (018) 388 1490

In terms of the Departmental Employment Equity targets, preference will be given to Indians and coloureds (both Males and Females).

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **ADMINISTRATION CLERK (x 6)**
REF.NO : **25/2017/18**
SALARY : **R 115 212 p.a (SL 5)**
CENTRE : **MADIKWE TRAFFIC STATION X 1, CHRISTIANA TRAFFIC STATION X 1, GANYESA TRAFFIC STATION X 1, TAUNG TRAFFIC STATION X 1, MOGWASE TRAFFIC STATION X 1 AND BRITS TRAFFIC STATION X 1.**

REQUIREMENTS: Grade 12 certificate or equivalent. Zero (0) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

Preference will be given to people with disabilities for Madikwe, Brits, Mogwase, Taung traffic Stations posts.

Enquiries: Ms. B D Matheo, Tel Nr (018) 384 0926

POST : **PERSONAL ASSISTANT (X 2)**
REF. NO : **26/2017/18**

SALARY : **R226 611 pa (SL 07)**
CENTRE : **MAHIKENG – HEAD OFFICE (HEAD OF DEPARTMENT X 1, ROAD TRAFFIC MANAGEMENT X1)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus a recognized tertiary qualification in Office Administration/Office Management and Technology/ Management Assistant/Secretarial coupled with 2-3 years relevant experience in office administration/secretarial duties or Grade 12 certificate coupled with 3-5 years relevant experience in office administration/ secretarial duties.

KNOWLEDGE: Knowledge of how to obtain and disseminate information. Knowledge of procedures for receiving, responding to and managing requests/enquiries. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology. **SKILLS:** Good communication skills and interpersonal relations. Computer skills. Good verbal and written communication. High levels of confidentiality.

DUTIES: Provide and maintain access and security of information and documents. Render administrative & secretarial support to the manager as and when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager. Manage incoming and outgoing information of the office. Perform administrative duties pertaining to office affairs. Provide a professional service to internal and external guests and clients.

Enquiries: Ms. A K Motlhabane, Tel Nr (018) 200 8009

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **HUMAN RESOURCE CLERK (RECRUITMENT AND SELECTION)**
REF. NO : **27/2017/18**
SALARY : **R152 862 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus one (1) to two (2) years experience in Human Resource Management. **KNOWLEDGE.** Knowledge of Recruitment and Selection processes is key/required. Knowledge of the Public Service Prescripts (Public service Act, Public service Regulation, Employment Equity Act, Labour Relations, Performance Management Development System. **SKILLS.** Computer literacy. Good interpersonal relationship. Good verbal and writing skills. High levels of confidentiality.

DUTIES: Receiving, recording and profiling of CV'S. Timeous invitation of all stakeholders for shortlisting and interviews. Preparing documents for shortlisting and interviews and, ensuring logistical arrangements are prepared accordingly. Prepare appointment letters and contracts of employment. Administer appointments, transfer, relocation and secondments. Compile monthly statistics. Prepare and process documents for personnel suitability check. Accurate record keeping. Perform general HR administration duties as required.

Preference will be given to people with disabilities

Enquiries: Ms G.E Noge, Tel. Nr (018) 200 8079

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **CLEANER (X5)**
REF. NO : **28/2017/18**
SALARY : **R90 234 pa (SL 02)**
CENTRE : **GOVERNMENT MOTOR FLEET (NGAKA MODIRI MOLEMA DISTRICT), OPERATOR LICENSE AND PERMITS (DR. RUTH SEGOMOTSI MOMPATI DISTRICT - VRYBURG) DELAREYVILLE, BRITS, VENTERSDORP)**

REQUIREMENTS: Abet Education, with one (01) to two (2) years cleaning experience.
KNOWLEDGE: Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

DUTIES: Render office cleaning services, clean surface and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, and towels are washed. Preparing tea for the manager's guests.

Preference will be given to people with disabilities for Operator License and Permits (Dr. Ruth Segomotsi Mompoti District - Vryburg) post

Enquiries: Ms. J Mpunzi, Tel Nr (018)200 8309

CHIEF DIRECTORATE : **CORPORATE SERVICES**
POST : **DRIVER MESSENGER (CORPORATE SERVICES)**
REF. NO : **30/2017/18**
SALARY : **R127 851 pa (SL 04)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: ABET (Grade 10), Driving License, PDP plus 5 to 10 years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enquiries: Ms. K. Leseyane, Tel. Nr (018) 200 8023

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **HEAVY DUTY DRIVER MESSENGER (X 2)**
REF. NO : **31/2017/18**
SALARY : **R127 851 pa (SL 04)**
CENTRE : **DR KENNETH KAUNDA GOVERNMENT GARAGE X 1, NGAKA MODIRI MOLEMA GOVERNMENT GARAGE X 1**

REQUIREMENTS: Abet (Grade 10) plus 5 – 10 years experience in a heavy duty/ Messenger field. Valid unendorsed heavy duty drivers license (EC1 or EC) with PDP.

KNOWLEDGE: Knowledge of transport policies, inter alia transport circular No 4 of 2000 and working procedures in respect of working environment. **SKILLS:** Excellent Communication skills. People orientated. Ability to work under pressure and long hours. Knowledge of customer care.

DUTIES: Transporting state vehicles to and from various merchants. Ensuring cleanliness of state vehicles at all times. Perform pre and post trip inspection. Report on vehicle defects and maintenance requirements to officers in charge. Complete log-sheets for every trip undertaken. Ensuring that correct procedures are carried out in the event of accident encounter. Adhere to customer care. Render driving services including as well as chauffeur service to Provincial /Department's clients. Plan, arrange and ensure routine vehicle maintenance and service as scheduled intervals (roadworthiness). Perform any other driving services as delegated from time to time. Assist with auction preparations of redundant state vehicles.

Preference will be given to people with disabilities for Dr.Kenneth Kaunda Government Garage post

Enquiries: Mr. H. Strobl, Tel Nr (018) 200 8143

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **SENIOR PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM)**
REF. NO : **32/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. Appropriate three (3) years Diploma/Degree in Human Resource Management or equivalent qualification with two (2) to Five (5) working experience in performance management development system. PERSAL (Personnel Administration) certificate.

KNOWLEDGE: Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relation Act. *PMDS policy and other applicable legislations. Assessment process and technique. **SKILLS:** Computer skills. Data analysis skills and report writing skills. Ability to maintain positive interpersonal relations and work as team. Ability to conduct training and presentation. Good communication skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure.

DUTIES: Conduct training (briefing sessions) on PMDS in line with the PMDS policy and regulatory framework. Conduct Quality Assurance on PMDS documents. Coordinate Moderation processes. Compile submission for all moderated documents for approval. Assist in record keeping of employee's assessment and compile data on assessments statistics. Compile monthly, quarterly and annual reports. Advise managers and supervisor on PMDS policy of the department. Arrange and schedule moderation meetings, venues and other logistics. Manage and develop staff.

Enquiries: Mr P. Modise, Tel. Nr (018) 200 8257

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **SENIOR TRAINING OFFICER**
REF. NO : **33/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. Appropriate Bachelor Degree or three (3) years National Diploma in Human Resource Development/Management of Training/Human Resource Management. OD-ETDP qualification, CIP TOT competency and PERSAL (Personnel Administration) certificate will be an added advantage. Two (2) to five (5) years experience in HRD/Training environment. **KNOWLEDGE:** Sound knowledge of skills development and public service legislations and frameworks. **SKILLS:** Computer skills (MS Word, Excel, Power Point). Proven skills in respect of data analysis and report writing. Good communication skills (verbal and written), presentation skills, training coordination, budgeting and financial management skills. Ability to interpret directives and to work under pressure. Ability to work independently and as a team. Maintain confidentiality. Valid driving license and willingness to travel.

DUTIES: Facilitate the development and effect implementation of workplace Skills Plan (WSP) and Departmental Training Plans. Coordinate departmental skills development programmes i.e short courses, skills programmes, conference and mandatory trainings. Coordinate departmental internship, work intergrated learning, learnership and mentorship programmes. Conduct workshops, departmental induction and orientation programmes. Implement compulsory induction programmes to new entrants into public service. Administer departmental full-time and part-time bursaries. Coordinate ABET and FET programmes. Maintain training database and capture information on PERSAL. Compile monthly/quarterly and annual training reports. Handle internal and external enquiries related to skills development. Serve as a scribe during skills development meetings. Manage key responsibility area of staff.

Enquiries: Ms S.M Mofokeng, Tel. Nr (018) 200 8264

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**
POST : **ICT SYSTEM ADMINISTRATOR**
REF.NO : **34/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification, A+ or N+. Two (2) to five (5) years experience in Information Technology Environment using relevant Intranet/Portal Development application and server support. **KNOWLEDGE:** ICT Policy interpretation. Good understanding of different ICT (Hardware and Software) Protocols and implementation. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. Good understanding of Microsoft technologies. Understanding of ICT legislative prescripts. **SKILLS:** Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal) skills. Policy implementation skills. Negotiation skills. Excellent interpersonal skills. Good customer relation. Service delivery driven.

DUTIES: Ensure departmental intranet/portal development for SharePoint site collections. Apply best practice to SharePoint sites. Implementing SharePoint governance in the department Documenting SharePoint configuration and architecture. Liaise with internal and external stakeholders to provide technical support. Monitor, analyse and report on systems performance. Identify system risks and opportunities. Contribute to building capacity within ICT technical stream and system users. Maintain integrity of the network, server deployment, and security

Enquiries: Mr O. Gabonnwe, Tel. Nr (018) 388 5685

DIRECTORATE : STRATEGIC SUPPORT SERVICES

POST : ICT SECURITY OFFICER

REF. NO : 35/2017/18

SALARY : R281 418 pa (SL 08)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) year tertiary qualification in IT / Computer Systems Engineering / Information Systems Qualification. Security+ or N+ or A+. Two (2) to five (5) years experience in Information Technology Environment. Information Security ISO/IEC 27001 certificate will serve as an advantage. **KNOWLEDGE:** ICT Security Policy interpretation. Good understanding of different ICT (Hardware and Software) Security Protocols and implementation thereof. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. ICT Security legislation(s) and Security Standards. **SKILL:** Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal) skills. Policy implementation skill. Negotiation skills. Excellent interpersonal skills. Good customer relation. Service delivery driven.

DUTIES: Ensure Information Security compliance, Monitor and administer ICT services according to the ICT Governance framework in order to ensure data is protected against cyber attacks. Monitor and run compliance and vulnerability assessments, as well as support and drive intrusion detection and prevention activities. Provide assistance in implementing ICT Security Policies and Standards, Controls and Requirements, as well as the remediation of non-compliances or vulnerabilities. Provide information security reports to management and support staff. Ensure security incidents and risks are dealt with quickly and efficiently. Monitor and provide reporting related to these risks. Responsible for providing expertise with regards to information security related strategies. Participate during ICT Security Policy development and implementation. Assist in conducting security awareness programs. Participate in and facilitate the identification, mitigation and containment of cyber-security incidents.

Enquiries: Mr O. Gabonnwe, Tel Nr (018) 388 5685

DIRECTORATE : STRATEGIC SUPPORT SERVICES

POST : REGISTRY CLERK (x 02)

REF. NO : 36/2017/18

SALARY : R152 862 pa (SL 05)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent. One (1) to two (2) years experience in Records Management field. **KNOWLEDGE:** Knowledge of the Public Service Prescripts (Public Service

Act, Public Service Regulation, Employment Equity Act, Labour Relations, Performance Management Development System. **SKILLS:** Computer literacy. Good interpersonal relationship Good verbal and writing skills. High levels of confidentiality.

DUTIES: Attend to client (Internal and External clients). Sort and register mail, franking of Post, and update register on daily basis. Receive all mail. Implement Registry Manual procedures to ease filling and retrieval of records. Provide Records Centre and registry services. Record all valuable articles as prescribed in the remittance register. Maintain security, confidentiality and integrity of records and information. Ensure proper maintenance of files/ records.

Enquiries: Ms P. Ramokala, Tel Nr (018) 200 8274

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **HR CLERK SUPERVISOR (CONDITIONS OF SERVICE)**
REF. NO : **37/2017/18**
SALARY : **R226 611 pa (SL 07)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (02) to three (3) years working experience in Human Resource Administration matters. Persal certificate in leave administration. (**KNOWLEDGE:** Knowledge of HR policies, Determination of leave of absence in the public service, and application in terms of relevant Legislative Frame work, (i.e. Public Service Act, Public Service Regulations). Knowledge of GEPF/ GPAA on-line Submission of Pension applications. **SKILLS:** Computer skills, Good communication skill (verbal and written). Supervisory skills. Good interpersonal relations. Ability to work under pressure.

DUTIES: Manage leave of absence. Manage employee's service benefits and allowances. Administer payment of Pension benefits. Performance of personnel and Development. Prepare submissions. prepare weekly, Monthly and annual reports.

Enquiries: Ms. B E Foke, Tel. Nr (018) 200 8241

CHIEF DIRECTORATE : **CORPORATE SERVICES**
POST : **SENIOR ADMINISTRATION OFFICER (SECURITY SERVICES)**
REF. NO : **38/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent Plus three (3) years Degree/National Diploma in Security Management or any security related qualification; Two (2) to Five (5) years appropriate experience in the security environment; Finger print taking certificate will be an added advantage and valid driver's license. **KNOWLEDGE:** Knowledge and understanding of security policies/ legislation. Knowledge of MISS Document. **SKILLS:** Problem solving skills. Communications skills. Presentation skills. Report writing skills and Time management. Basic computer literacy;

DUTIES: Facilitate vetting of currently employed personnel. Facilitate vetting of newly appointed personnel. Conduct personnel security awareness campaigns. Conduct screening of service providers. Take finger prints on shortlisted candidates. Conduct personnel suitability checks (PSC) on all shortlisted candidates. Conduct personnel security assessments. Conduct declaration of oath of

secrecy to all Departmental officials. Ensure information security and liaise with State Security Agency and other stakeholders for personnel security issues.

Enquiries: Mr. Otladisa Neito, Tel. Nr (018) 200 8171

DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION

POST : SENIOR ADMINISTRATION OFFICER (MONITORING AND EVALUATION)

REF. NO : 39/2017/18

SALARY : R281 418 pa (SL 08)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus three year National Diploma/Degree in Administration or equivalent qualification. Two (2) to five (5) years experience in monitoring and evaluation. A valid driving license. **KNOWLEDGE:** Knowledge of the strategic direction of Government Planning, monitoring and evaluation frame works. Knowledge and procedures for auditing programmes and validation of Portfolio of Evidence. Ability to evaluate programmes/projects. Knowledge of Project Management, Development and Evaluation. Strategic planning and financial management. Policy formulation, implementation, coordination, analysis and interpretation. **SKILLS:** Advanced computer skills. Facilitation and presentation skills. Report writing skills. Problem solving and analytical skills. Written and verbal communication skills. Sound organizational and Interpersonal skills. Excellent negotiation skills and people management skills.

DUTIES: Consolidate departmental monthly and quarterly reports. Consolidate departmental annual report. Validate reported departmental outputs. Assist in co-ordination of the implementation and monitoring of MPAT. Assist in the monitoring the implementation of departmental plans.

Enquiries: Mr. M.J Moiloa, Tel Nr (018) 200 8060

DIRECTORATE : ROAD SAFETY MANAGEMENT

POST : ROAD SAFETY OFFICER (X 3)

REF. NO : 40/2017/18

SALARY : R226 611 pa (SL 07)

**CENTRE : DR RUTH SEGOMOTSI MOMPATI (X 02)
BOJANALA (X 01)**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Education / Communications/ Marketing / Road Safety. A code 08/ EB driving license. Zero (0) to two years experience in Road Safety field **KNOWLEDGE:** Road Safety Management policies and procedures. Public Service prescripts. Project Management. Understand the current school curriculum. **SKILLS:** Presentation and coordination. Report writing. Computer Literacy. Understand integrating road safety into the school curriculum.

DUTIES: Promote Road Safety Education in all learning institutions. Implement road safety education projects and programmes. Promote road safety through awareness campaigns in the communities. Monitor and evaluate implementation of Road Safety initiatives. Promote positive road user behaviour on public roads.

Enquiries: Ms. V. Jonathan, Tel Nr (018) 381 9116/36

DIRECTORATE : **PUBLIC TRANSPORT SERVICES**
POST : **SENIOR ADMINISTRATIVE OFFICER (PUBLIC TRANSPORT SERVICES)**
REF. NO : **41/2017/18**
SALARY : **R281 418 pa (SL 08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three years National Diploma/ Degree in Transport Management/ Public Management/ Public Administration or Financial Management. Two (2) to five (5) years working experience in Transport Management (Public Transport Services) environment. A valid driving license. **KNOWLEDGE:** Must have knowledge of National Road Traffic Act, knowledge of National Land Transport Act and other Public Service related Legislation. **SKILLS:** *Computer Literacy. Report writing skills. Good verbal and written communication. Interpersonal relation and Customer/ Client oriented. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

DUTIES: Provide efficient and effective assistance to the transport services administration process. Offer support and advice on various modes of transport strategies. Verify all applications captured on the system by users. Ensure that all daily captured documents are correct and properly filed. Manage the performance and development of staff in the Unit. Compile statistical reports and participate in meetings and workshops.

Enquiries: Mr Patrick Mohono, Tel Nr (018) 200 8086

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ADMINISTRATION CLERK SUPERVISOR (X 4)**
REF. NO : **42/2017/18**
SALARY : **R226 611 pa (SL 07)**
CENTRE : **PHOKENG REGISTERING AUTHORITY X 02,
MOGWASE REGISTERING AUTHORITY X 02**

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. eNaTIS Certificate (Motor Vehicle Registration and Licensing).

KNOWLEDGE: Knowledge of the NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

DUTIES: Render the supervision services within the Registering Authorities. Provide and supervise the efficient and effective assistance to customers and other eNaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected / drop box slip against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds collected are safely kept during the day. Check transactions documents performed by cashiers against R324 report. Account for all allocated Face Values. Ensure compliance to NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction (RT1194KA). Ensure that necessary equipment and materials are available at all times. Manage the performance and development of staff in the unit. Compile monthly reports.

Enquiries: Ms I. Senokwane, Tel Nr (018) 388 1231

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : TRADESMAN AID (X 2)
REF. NO : 43/2017/18
SALARY : R90 234 pa (SL 02)
CENTRE : VRYBURG X1, DR KENNETH KAUNDA DISTRICT X 1

REQUIREMENTS: Abet Education, with one (01) to two (02) years experience working in a motor mechanic environment. Ability to work under pressure and long hours. **KNOWLEDGE:** Basic mechanical knowledge and processes. **SKILLS:** Good organizing and time management skills. Good communication skills, people oriented and customer focused. Public service Act, Public service code of conduct, OHS Act, Labour Relation Act

DUTIES: Assist mechanics and Breakdown Driver in their daily routines. Ensure strict adherence to safety standards and safety of others. Assist with auction preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.

Enquiries: Mr M.E Matsime, Tel Nr (053) 927 3762

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : ARTISAN FOREMAN GRADE A (MOTOR MECHANIC) X 3
REF. NO : 44/2017/18
SALARY : R267 756 pa (SL 07)
CENTRE : BRITS X 01, RUSTENBURG X 02

REQUIREMENTS: Grade 12 Certificate or equivalent. An appropriate trade test certificate (Motor Mechanic). Five (5) years post qualification experience required as an Artisan in Fleet Management. Valid driving license code 08 and PDP.

KNOWLEDGE: Sound knowledge of Fleet management. Road Transport Quality system (R.T.Q.S). Technical design. Knowledge of Public service policies, rules and regulations, including inter alia Public Service Act and PFMA and Batho pele Principles. Knowledge of OHS, PMDS, Labour relations Act. Technical application.

SKILLS: Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytical skills. Ability to communicate at all levels. Able to work under pressure. Team work and supervision. Ability to interact with other Provincial Departments. Attributes of a dynamic leadership skills. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.

DUTIES: To manage all aspects of technical design, production, operation and maintenance activities. Manage technical services. Manage District fleet utilization. Administer motor accidents. Manage technical services and support in conjunction with Artisans and associates in field, workshop and technical office activities. Ensure quality assurance in line with specifications.

Enquiries: Ms R.H Diale, Tel Nr (014) 523 5727

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **GROUNDSMAN (X 2)**
REF. NO : **45/2017/18**
SALARY : **R90 234 pa (SL 02)**
CENTRE : **LICHTENBURG TRAFFIC STATION X 1, GANYESA TRAFFIC STATION X 1**

REQUIREMENTS: Abet Education with one (1) to two (2) years working experience in the gardening environment. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard.

SKILLS: Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

DUTIES: Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from grass, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

Enquiries: Ms. J. Mpunzi, Tel Nr (018) 200 8309