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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
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VACANCY CIRCULAR NO. 4 OF 2018/2019 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: 28/09/2018 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : ROAD TRAFFIC MANAGEMENT

POST : CONTROL PROVINCIAL INSPECTOR- BRITS STATION MANAGER

REF. NO. : 14/2018/19

SALARY : Remuneration package of R697 011 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 : BRITS STATION

REQUIREMENTS: Grade 12 plus 3 year Diploma/Degree qualification in any road safety discipline, Policing, Transport and road traffic management. 7 - 10 Years experience working in the field of Traffic Law enforcement of which at least 3 - 5 Years experience must be at Junior Management. Valid Driving License .No Criminal record. **KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance management, Finance management, Records management, Public Information Management, Risk management, Change management, Project management. **SKILLS:** Customer management, Results/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict management, Self-management, Time management,

Duties: Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/ assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of reports. Coordinate the Audit Process.

Enq: Mr PJ Stone, Tel: 018 381 9100

DIRECTORATE : ROAD TRAFFIC MANAGEMENT

POST : CHIEF PROVINCIAL INSPECTOR

REF NO : 15/2018/19

SALARY : R444 639 p.a (SL10)

CENTRE : BRITS, BAPONG TRAFFIC CONTROL CENTRE, RUSTENBURG X 2

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered traffic. Seven (7) years working experience in the road traffic management field, with three (3) years as Supervisor. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislations, Vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling; people management. verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational /Project Management.

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

Enq: Mr. P J Stone, Tel 018 381 9110/9104

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : PRINCIPAL PROVINCIAL INSPECTOR
REF.NO : 19/2018/19
SALARY : R299 709 pa (SL 8)
CENTRE : GANYESA, MOGWASE X 2, KOSTER, VRYBURG X2,

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered traffic college. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/impoundment. Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling and people management. Verbal and written communication skills. Decision making; problem solving; report writing and labour relations. Driving skills; investigation skills and motivational skills. Innovation/creativity skills. *Operational / project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop traffic law enforcement officials.

Enq: Mr. PJ STONE, Tel. 018 381 9110/9104

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : ADMINISTRATION CLERK
REF NO : 25/2018/19
SALARY : R163 563 pa (SL5)
CENTRE : MONTSHIOA TRAFFIC STATION

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) 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.

Enq: Ms. BD Matheo, Tel Nr. 018 392 3750

DIRECTORATE : ROAD TRAFFIC MANAGEMENT
POST : SENIOR PROVINCIAL INSPECTOR
REF.NO : 20/2018/19
SALARY : R242 475pa (SL 7)
**CENTRE : MOGWASE, BRITS X 3, MONTSHIOA,
CHRISTIANA, RUSTENBURG X 3,DITSOBOTLA STATION**

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislation, vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling; people management. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

Enq: Mr PJ STONE Tel. 018 381 9110/9104

DIRECTORATE : GOVERNMENT MOTOR FLEET
POST : DRIVER INSTRUCTOR (DRIVER TRAINING)
REF.NO : 21/2018/19
SALARY : R242 475pa (SL 7)
CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 Certificate plus Advanced driving Certificate or Defensive Driving Certificate (Instructors/Examiners).A valid driver's license (EC 1 or EC).Three (3) to Five (5) years relevant working experience in Driver Instructor field. **KNOWLEDGE:** Defensive driving. Knowledge of 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. A 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 and Internal) driving as we suppose 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.

Enq: Ms R. Whati Tel Nr (018 200 8149)

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **ASSISTANT DIRECTOR (WHITE FLEET ADMINISTRATION)**

REF. NO : **16/2018/19**

SALARY : **R 356 289 pa (SL 09)**

CENTRE : **BOJANALA DISTRICT GOVERNMENT FLEET ADMINISTRATION**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management. Three (3) to five (5) years relevant working experience in Fleet Management/ Maintenance and Repairs of which two (2) years must be at supervisory level. Valid Driving license. **KNOWLEDGE:** Knowledge of Public Passenger transport legislation. Public service policies rules and legislation. Knowledge of Fleet Management. Basic Mechanical Knowledge. Public Financial Management Act. Public Service Act, Performance Management Development System (PMDS). **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.

DUTIES: Management of maintenance and repairs of Government Vehicles. Management of Motor vehicle accidents. Management of pool vehicle log sheets. Management of renewal of motor vehicle licenses in the Province. Management of towing state vehicles/recovery breakdown services. Ensure revenue collection through disposal of withdrawn vehicles through public auction sale. Ensure the compilation of monthly expenditure reports and their submission. Manage the key responsibility areas of the managed.

Enq: Mr J Leeuw, Tel Nr. 014 523 5705

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**

POST : **ACCOUNTING CLERK X 2**

REF NO : **24/2018/19**

SALARY : **R163 563pa (SL5)**

CENTRE : **MOGWASE, LEHURUTSHE REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 certificate or equivalent coupled with one (01) to two (2) years experience in Revenue Environment. **KNOWLEDGE:** Public service Prescripts, National Road Traffic Act 93 of 1996, Public Financial Management Act, Treasury Regulations, and other Service related Legislation. **SKILLS:** Computer literacy, Good verbal and written communication skills, planning and organizing skills, Ability to work under pressure, Problem solving skills and decision making, Customer/Client orientated.

DUTIES: Registration and licensing of motor vehicles. Receive cash from the customers. Perform daily reconciliation balancing and submit to the Supervisor. Account for allocated face value documents on a daily basis. Perform routine duties as directed by the supervisor. Filing of receiving application document. Prepare application documents of sensitive transactions from clients to Help Desk approval. Account for the cash float received. Ensure compliance of NRTA 93 of 1996.

Enq: Ms. I. Senokwane, Tel Nr.018 388 1231

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ADMIN CLERK (ENATIS HELP-DESK)**
REF. NO : **26/2018/19**
SALARY : **R163 563 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.

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

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR (PERFORMANCE MANAGEMENT
DEVELOPMENT SYSTEM)**
REF NO : **17/2018/19**
SALARY : **R356 289 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus 3 years National Diploma/ Degree in Human Resource Management/ Public Administration/ Public Management. Three (3) to five (5) years working experience in the Performance Management and Development System of which two (2) years must be at supervisory level. PERSAL (Personnel Administration) certificate is required.

KNOWLEDGE: Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relations 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 a team. Good communications skills. Should be creative, innovative, self-motivated and reliable. Ability to work under pressure and meet deadlines.

DUTIES: Facilitate the effective implementation of Performance Management and Development System in the Department Focusing on the following functions: Facilitate and monitor Performance Contracting/ Signing of Performance Agreements. Facilitate capturing of signed Performance Agreements on the PERSAL system. Conduct Quality Assurance of submitted PMDS documents. Provide support and guidance on PMDS in the Department. Facilitate PMDS training in the Department in line with the PMDS policy and regulatory framework. Coordination of Moderation processes. Compile submission for all moderated documents for approval. Implementation of Moderation outcomes on the PERSAL System. Management of Probation in the Department. Develop and maintain a database for submitted PA, Half Yearly and Annual Assessment Documents. Maintain proper record keeping. Manage and develop staff.

Enq: Ms. T. Leteane, Tel Nr. 018 200 8080

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT - IEHW**
POST : **ASSISTANT DIRECTOR (COUNSELLOR)**
REF NO : **18/2018/19**
SALARY : **R 356 289 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus Bachelor Degree of Social Work/Psychology, Registration with South African Council of Social Service Profession (SACCSP) or Health Professional Council (HPC). Three (3) to five (5) years working experience in Employee Health and Wellness Programmes (EHWP) of which two (2) years must be at supervisory level.

KNOWLEDGE: Knowledge applicable in the Employee Health and Wellness environment, public service acts, policies, regulations and other related prescripts, diversity and conflict management.

SKILLS: Computer literacy, counselling skills, negotiation skills, presentation skills. Good research and report writing skills, valid driving license.

DUTIES: Provide psychosocial counselling to Departmental employees and their extended families, Conduct economic, financial wellness programme, provide awareness and education on psychological problems, Ensure work-life balance programmes in the Department, Manage human resource, financial resources and other resources in the Department, Assist in developing and implementation of EHW, employee health and wellness Policies, Marketing of the Employee Health and Wellness (EHW) programmes, Manage, coordinate and facilitate EAP, HIV/AIDS and transformation programme.

Enq: Ms. I.F.K. Selomane, Tel Nr. 018 200 8304

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **DRIVER/MESSENGER**
REF.NO : **27/2018/19**
SALARY : **R136 800 pa (SL4)**
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.

Enq:Ms S Nakedi, Tel Nr (018) 200 8056

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **COMMERCIAL CLEANER X 2**
REF NO : **29/2018/19**
SALARY : **R96 549 pa (SL 2)**
CENTRE : **HEAD OFFICE (MAHIKENG), AND DITSOBOTLA STATION**

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 surfaces 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.

Enq: Ms. J Mpunzi Tel: 018 200 8309

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT -IEHW**
POST : **PERSONNEL PRACTITIONER (Health and Productivity Management)**
REF NO : **22/2018/19**
SALARY : **R 242 475 pa (SL 07)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/ Degree in Human Resource Management/Public Management. One (1) to two (2) years' relevant working experience in Human Resource Management (**Conditions of Service**). PERSAL certificate on leave Administration is required. **KNOWLEDGE:** Good knowledge on Incapacity Leave and Ill-health Retirement in the Public Service, Compensation for Occupational Injuries and Diseases Act, BCEA and Labour Relations Act. **SKILLS:** Planning and coordinating skills. Good communication skills, Presentation skills and good interpersonal relationship, Computer literacy. A valid drivers license.

DUTIES: Administration of incapacity leave, ill-health retirement, occupational injuries and diseases. Process payments for employee's occupational injuries, diseases and other invoices related to the Sub-Unit. Capture data for occupational injuries, incapacity leave on PERSAL. Make recommendations for Head of Department's approval on the outcomes of the employee's applications for incapacity leave and ill-health retirement. Maintain register for employee's application and invoices. Provide Administrative support to the Sub –Directorate: Integrated Employee Health and Wellness. Assist in coordination of workplace in-house training workshop.

Enq: Mr. S.L. Lovuno, Tel Nr. 018 200 8306

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**

POST : **DEPUTY DIRECTOR - RECORDS MANAGEMENT**

REF. NO. : **13/2018/19**

SALARY : Remuneration package of R697 011 pa. The Inclusive remuneration Package consists of a basic salary, Contribution to the Government Employee Pension fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 plus three (3) years National Diploma/Degree in Records Management, Information Science or related qualification. Five (5) years' working experience in Records Management environment of which three (3) years must be at Junior Management level. Successful completion of Records Management Course with National Archives and Records Services. **Knowledge:** Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act(NARSA), Promotion of Access to Information Act (PAIA). Public Finance Management Act (PFMA).Ability to work under pressure. Successful completion of a security screening with State Security Agency. A valid driving license.**Skills:** Sound written and verbal communication skills. Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team.

DUTIES: Coordinate records management related services in the Department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in the Department. Coordinate the systematic records disposal programme. Develop, implement and maintain the Departmental Records Management Policy, File plan, Records Control Schedule, Registry Procedure Manual and Promotion of Access to Information Act Manual (PAIA Manual). Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government Policies, Acts and Prescripts. Supervise records Management Staff.

Enq: Mr. Seatlholo Matlhako, Tel.Nr (018) 388 3697

DIRECTORATE : **STRATEGIC SUPPORT SERVICES**

POST : **DRIVER/MESSENGER**

REF.NO : **28/2018/19**

SALARY : **R136 800pa (SL4)**

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.

Enq: Kelly Niekerk Tel Nr (018) 388 3697

DIRECTORATE : **LEGAL SERVICES**
POST : **LEGAL ADMINISTRATION OFFICER- MR 5**
REF NO. : **23/2018/19**
SALARY : **353 253 – 867399 (OSD)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 or equivalent plus LLB Degree. At least 8 years appropriate post – qualification legal experience. Extensive experience at supervisory level in civil litigation, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, Contract drafting and interpretation, Valid driver’s license and williness to travel.

Knowledge: Sound knowledge of the legislative frameworks that govern the operations of Public Service environment; A sound knowledge on the drafting of legislations and regulations; A sound knowledge on the interpretation of statutes and regulations or other legal instruments; A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations; A comprehensive knowledge of the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies; Planning and organizational skills. **Skills:** Good interpersonal relations, report writing, case investigation and project management skills, Good conflict resolution and mediation skills, Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative processes.

Duties: Study the impact and implications of legislations and Regulations and advise the Department accordingly. Examine the various forms of legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice or opinions in relation to legislations and regulations; Manage the legislative review process in collaboration with the State Law Adviser's Office. Edit and certify legislations in collaboration with the State Law Adviser's Office. Perform generic management functions.

ENQ: Mr P.S.P. Namate: Tel No: (018) 200 8065/7