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## HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building  
Albert Luthuli Drive  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel: +27 (18) 200 8079

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### VACANCY CIRCULAR NO. 2 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, 1<sup>st</sup> 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: 10/08/2018 AT 15H30**

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**“Together We Move Bokone Bophirima Province Forward”**



**CHIEF DIRECTORATE** : **CORPORATE SERVICES**  
**POST** : **SENIOR ADMINISTRATION OFFICER (SECURITY SERVICES)**  
**REF. NO** : **03/2018/19**  
**SALARY** : **R299 709 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. K S Khonkhobe, Tel. Nr (018) 200 8102**

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply.**

**DIRECTORATE** : **FINANCIAL MANAGEMENT**  
**POST** : **SENIOR STATE ACCOUNTANT (BUDGET CONTROL)**  
**REF. NO** : **04/2018/19**  
**SALARY** : **R 299 709 pa (SL 08)**  
**CENTRE** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** A Grade 12 Certificate or equivalent plus appropriate Bachelor's Degree or National Diploma in Accounting or Auditing. 2 to 3 years relevant experience in Budgeting and expenditure management and monitoring. **KNOWLEDGE:** \* Knowledge of Public Finance Management Act, 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:** Provide support with regard to planning and budgeting process within the Department. Ensure effective implementation of the budget procedure manual and assist in formulating norms and guidelines for all budgeting responsibilities and provide advice in costing of projects and other budgeting processes. Ensure that budget is captured on Bas System, adjustments estimates including funds shifts as well as roll over funds. Prepare

monthly early warning reports (in year monitoring) and identify budget deviation and report the projected shortfalls. Manage key performance responsibilities of the managed.

**Enquiries: Ms. L. Motshumi Tel Nr. (018) 200 8142)**

**NB: This is a re-advertisement, candidates who previously applied are encouraged to reapply.**

**DIRECTORATE : ROAD SAFETY MANAGEMENT**  
**POST : PRINCIPAL ROAD SAFETY OFFICER**  
**REF NO : 05/2018/19**  
**SALARY : R 299 709 pa (SL8)**  
**CENTRE : DR RUTH SEGOMOTSI MOMPATI DISTRICT**

**REQUIREMENTS:** Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree in Education / Communications / Marketing / Road Safety. A code 08 Drivers / EB driving license. Two (2) to five (5) 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:** Administer Road Safety Education in all learning institutions within the District. Ensure the implementation of Road Safety Education projects and programmes. Ensure the implementation of Safety Awareness campaigns. Identify and analysis Road Safety needs within the Sub District. Monitor the implementation of Road Safety Initiatives. Manage key responsibilities areas (KRA) of staff.

**Enquiries: Mr M.S Thomas Tel Nr. (053) 927 4645/076 908 9698**

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply.**

**SUB-DIRECTORATE : TRANSPORT TERMINALS (AIRPORT)**

**POST: LANDSIDE AND AIRSIDE OFFICER**

**REF. NO 06/2018/19**

**SALARY: R299 709 pa (SL 08)**

**CENTRE: PILANESBERG AIRPORT**

**REQUIREMENTS:** Grade 12 Certificate and Degree/National Diploma/Diploma in Aviation/Transport Management/Transport Economics/Commercial Pilot Training with two (2) to five (5) years experience at supervisory level. Relevant working experience in Aviation will be an added advantage. **KNOWLEDGE:** Must have experience of South African Civil Aviation Authority (SACAA) regulations pertaining to airport landside and Airside operations. Relevant experience in airport landside and Airside operations services. **SKILLS:** Must have ability to collaborate with other airport stakeholders to achieve a common goal. Must have ability to make effective decision regarding Airside and Landside operations during intense

or emergency situations. Ability to listen & communicate effectively. Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public Must have ability to work under adverse conditions for prolonged periods of time. Code EB (Code 8) driving License Computer Literacy (Ms Word, Excel and PowerPoint).

**DUTIES:** Assist in developing & implementing airport operational policies & procedures to ensure the efficient operation and optimum safety & security of facilities. Direct the preparation & maintenance of Airside and Landside operations. Monitoring of CCTV systems, Terminals checks, fault and incident logging and reporting, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts. Maintain liaison with SACAA, air traffic controls tower and certification inspectors, airlines, airport tenants and other agencies. Perform other related duties and related tasks as assigned. Managing subordinates Perform other related duties and related tasks as assigned.

**Enquiries: Mr. O A. Baikgaki, Tel. Nr (018) 200 8089**

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply.**

**DIRECTORATE** : **OPERATOR LICENSE AND PERMIT**

**POST** : **SENIOR ADMINISTRATION OFFICER  
(LICENSING ADMINISTRATION SUPPORT)**

**REF NO.** : **07/2018/19**

**SALARY** : **R 299 709 pa (SL8)**

**CENTRE** : **DR Kenneth Kaunda District**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three years National Diploma/Degree in Transport or any administrative related, coupled with (2) to (3) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. **KNOWLEDGE:** Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS:** Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours.

**DUTIES:** Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

OR

Grade 12 certificate or equivalent plus 5 ten (10) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. **KNOWLEDGE:** Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS:** Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours.

**DUTIES:** Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

**Enquiries: Ms Bopalamo B, Tel Nr. (018) 388 5314)**

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply.**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**POST : ARTISAN (SPECIALISED PRODUCTION) X 03**

**REF NO : 08/2017/18**

**SALARY : R269 931(OSD)**

**CENTRE : BRITS X 01, RUSTENBURG X 02**

**REQUIREMENTS:** Grade 12 certificate or equivalent. An appropriate trade test certificate in Motor Mechanic. Three (3) to Five (5) years experience in Fleet Management environment. Valid EC1 driving license 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 Labour relation Act and Technical applications. **SKILLS:** Problem solving and Negotiation skills. Decision making, creativity and team work. Good interpersonal and analytic skills. Ability to communicate at all levels. Ability to work under pressure. Team work and working as an individual. Ability to interact with other Provincial Departments. Conflict Management. Customer focus and responsiveness. Computer literacy. Good report writing skills.

**DUTIES:** Attend to all aspects of technical design, Production, operation and maintenance activities. Perform technical services. Administer the utilisation of District fleet. Administer motor accidents. Provide technical services and support in conjunction with associates in

field, workshop and technical office activities. Conduct quality assurance in line with specifications.

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

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply.**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**POST : HEAVY DUTY DRIVER X 2**

**REF. NO : 09/2018/19**

**SALARY : R136 800 pa (SL 04)**

**CENTRE : DR KENNETH KAUNDA GOVERNMENT GARAGE X 1 AND  
DR. RUTH SEGOMOTSI MOMPATI (GANYESA) X 1**

**REQUIREMENTS:** Abet (Grade 10) plus 5 – 10 years experience in a heavy duty driving 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 owned 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 chauffer 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.

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

**NB: This is a re-advertisement, candidates who previously applied are encouraged to reapply.**

**DIRECTORATE** : **ROAD TRAFFIC MANAGEMENT**  
**POST** : **PRINCIPAL PROVINCIAL INSPECTOR**  
**REF NO** : **10/2018/19**  
**SALARY** : **R 299 709 pa (SL8)**  
**CENTRE** : **LICHTENBURG TRAFFIC STATION**

**REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE:** Grade 12 certificate or equivalent, 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.

**Enquiries: Mr P Coodi, Tel Nr. (018) 632 4001**