



HUMAN RESOURCE MANAGEMENT

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

VACANCY CIRCULAR NO. 7 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: 28/02/2019 AT 15H30

“Together We Move North West Province Forward”



DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF.NO : **41/2018/19**
SALARY : **R299 709 pa (SL 8)**
CENTRE : **KOSTER WEIGHBRIDGE, RUSTENBURG.**

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.Nr (018) 381 9110/9104

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **SENIOR PROVINCIAL INSPECTOR**
REF.NO : **42/2018/19**
SALARY : **R242 475 pa (SL 7)**
CENTRE : **POTCHEFSTROOM**

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 Nr, (018) 381 9110/9104

CHIEF DIRECTORATE : TRANSPORT OPERATIONS
POST : DRIVER/MESSENGER
REF.NO : 43/2018/19
SALARY : R136 800 pa (SL4)
CENTRE : HEAD OFFICE - MMABATHO

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. L Mongae, Tel Nr (018) 200 8029

DIRECTORATE : ROAD SAFETY MANAGEMENT
POST : DRIVER/MESSENGER
REF.NO : 44/2018/19
SALARY : R136 800 pa (SL4)
CENTRE : HEAD OFFICE - MMABATHO

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: M. Samson Tel Nr (018) 381 9116

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **GROUNDSMAN**
REF. NO : **45/2018/19**
SALARY : **R96 549 pa (SL 02)**
CENTRE : **KOSTER TRAFFIC STATION**

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.

Enq: Ms. A T. Molefe, Tel Nr (014) 543 2928

DIRECTORATE : **HOD SUPPORT**
POST : **REGISTRY CLERK**
REF. NO : **46/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent. One (1) to two (2) years experience in Records Management/ Filing/Office Administration environment. **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.

Enq: Ms B. Mogoerane, Tel Nr (018) 200 8009



DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **DEPUTY DIRECTOR – Natis REVENUE ADMINISTRATION SUPPORT**

REF NO : **47/2018/19**

SALARY : Remuneration package of R697 011 per annum. The inclusive remuneration package consists of a basic salary, the State's 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 an employee contract.

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUERMENTS: Grade 12 plus 3 years National Diploma / Degree in Public Administration / Financial Management / Transport Economics environment or related. Five (5) to ten (10) years relevant work experience in the NaTIS revenue collection environment of which three (3) years must be at Junior Management level. A valid driving license. **KNOWLEDGE:** Public Service policies rules and legislations, National Road Traffic Act 93 of 1996, National Administration Traffic Information System (NaTIS), Public Finance Management Act (PFMA), Treasury Regulations and other service related legislations, Performance Management Development System (PMDS), Supply Chain Management prescripts (BBEE, PPPFA), Ability to work under pressure. **SKILLS:** Planning and Coordinating skills, Good Communication skills, Presentation skills and good interpersonal relationship, Computer literacy, Report writing skills and Problem solving skills. Ability to work in a Team as well as independently.

DUTIES: Manage the performance of reconciliation of NaTIS revenue. Provide expenditure and revenue control services. Manage the performance reconciliation functions in respect of RTMC levies to be collected for the entire. Province Provide revenue control support services in respect of registering authorities, DLTCs and VTs. Provide specialised procurement services for the Directorate, RAs, DLTCs and VTs. Facilitate and co-ordinate responses to audit queries. Manage the sub-programme Risk Register and ensure implementation of the Risk Management Strategies. Monitor the implementation of the Audit Action Plans to improve the findings of the Auditor General.

Enq: Mr. S. Mmono, Tel Nr (018) 388 1123/24

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**

POST : **ASSISTANT DIRECTOR (EXTERNAL REGISTERING AUTHORITIES (AGENCY SUPPORT SERVICES))**

REF NO : **48/2018/19**

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

CENTER : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus 3 years National Diploma / Degree qualifications in Transport Economics/ Public Administration / Financial Management environment or related. Three (3) to five (5) years relevant experience in the NaTIS revenue collection environment, of which two (2) years experience must be at a Supervisory level. A Valid driving license.

KNOWLEDGE: National Administration Traffic Information System (NaTIS), National Road Traffic Act 93 of 1996, Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and other Service related legislation, Performance Management Development System (PMDS), Basic Accounting System.

SKILLS: Computer skills, Good communication skills, Interpersonal relationship skills creativity and innovation, Presentation skills and give guidance on the implementation on NaTIS amendments, Report writing skills and Problem solving skills. Ability to work under pressure, Ability to work in a Team as well as independently.

DUTIES: Determine Agency resources and development needs. Co-ordinate the provision of Agency development initiatives. Ensure Agency competency and capacity. Promote liaison between Agencies and the sub-programme. Provide relieve staff / supervisors in the event of an emergency at any of the Municipal Registering Authorities. Handle all correspondence received from Registering Authorities and/or Motoring Public. Conduct regular financial inspections. Manage the quarterly NaTIS User forum meetings. Implement the Post Audit Action Plans to improve the findings of the Auditor General.

Enq: Mr. HLJ Venter, Tel Nr: (018) 388 1232

DIRECTORATE : **TRANSPORT PLANNING AND POLICY DEVELOPMENT**

POST : **ADMINISTRATION OFFICER (TRANSPORT PLANNING & COORDINATION)**

REF NO : **49/2018/19**

SALARY : **R242 475 pa (07)**

CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Economics/Logistics/Management environment or related. One (1) to Two (2) years relevant working experience in Transport planning, legislation and policy development environment.

KNOWLEDGE: Knowledge of National Land Transport Act no.5 of 2009 as reviewed. Transport planning and related process of developing the Transport Plans (ITP/IPTN). Understanding of minimum requirements of Transport Planning and Provincial land Transport Framework. Understanding of Public Financial Management Act (PFMA). Understanding of Public Service Act and Regulations. **SKILLS:** Computer literacy. Good verbal and written communication skills. Coordination skills. Ability to interpret policies. Basic research and data analysis skills. Initiative and team work skills. Problem solving skills. Ability to work irregular hours and travelling. Valid drivers license.

DUTIES: Coordinate Transport Planning Processes within the Province and primarily for Bojanala Platinum District and its local municipalities. Participate in municipal organization. Participate in ensuring integration of Transport plan into Municipal integrated Development plans. Coordinate the Provincial Transport Forums. Liaise with internal and external transport stakeholders. Monitor Transport Planning Projects Development and assigned transport officials.

Enq: Ms Moleofane, Tel Nr. (018) 200 8200



DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **ASSISTANT DIRECTOR (COLLECTIVE BARGAINING,
MISCONDUCT AND GRIEVANCE HANDLING)**
REF NO : **50/2018/19**
SALARY : **R356 289 pa (09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Labour Relation environment or related. Three (3) to Five (5) years working experience in Labour Relations of which two (2) years must be at supervisory level. **KNOWLEDGE:** Knowledge of legislation governing Labour Relations, Including but not limited to LRA, EEA, BCEA, COIDA, Disciplinary Code & Procedure and Chamber Resolutions and Rules. **SKILLS:** Computer skills in all MS Word and Excel. Communication skills (written and verbal).Administrative skills, Conflict resolution skills, Report writing skills, Valid driving license.

DUTIES: Managing collective Bargaining Processes. Managing and resolving grievances. Managing and investigating allegations of misconduct. Representing employer at disciplinary hearings. Advise management on labour issues. Representing employer at disputes referred to the Bargaining chamber. Facilitate labour relations training courses and provide training on labour matters. Compiling Sub-directorate reports such as monthly, quarterly, annually, FOSAD etc.Maintaining the filing system and ensuring the capturing of cases on PERSAL.

Enq: Mr. J.S Van Wyk, Tel Nr. (018) 200 8078

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **SENIOR TRAINING OFFICER**
REF NO : **51/2018/19**
SALARY : **R299 709 pa (08)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Human Resource Development/Management of Training/Human Resource Management environment or related and PERSAL Certificate (Personnel Administration). Two (2) to Five (5) years experience in HRD/Training. **KNOWLEDGE:** Sound knowledge of skills development and Public service legislations and frameworks. **SKILLS:** Computer skills (MS Word, Excel, Power Point).Proven skills in respect 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 in a team and independently and maintain confidentiality. Valid drivers license and willingness to travel.

DUTIES: Facilitate the development and effect implementation of Workplace Skills Plan (WSP) and Departmental Training Plans. Coordinate departmental training programmes. Coordinate departmental internship, work intergrated learning, learnership and mentorship programmes. Conduct workshops, departmental induction and orientation programmes. Implement and facilitate Compulsory Induction Programmes to new entrants into Public Service. Administer departmental fulltime 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.

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

DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **ASSISTANT DIRECTOR (TAXATION)**
REF NO : **52/2018/19**
SALARY : **R356 289 pa (SL 09)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 certificate or equivalent plus three year Degree or National Diploma in Finance environment or related. Three (3) to Five (5) years experience in Salaries and Tax Unit, of which Two (2) years must be at Supervisory level. Certificate in Introduction to PERSAL. PERSAL Salary Administration Certificate. **Persal Tax Calculation 1 will be an added advantage.** Valid Driving Licence. **KNOWLEDGE:** Profound knowledge in Accounts Reconciliation. Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Knowledge of PERSAL & BAS System, e-filing and easy file. **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure. Driving license.

DUTIES: Processing of deduction on PERSAL. Approve and authorize all deductions on PERSAL. Ensure recovery of overpayment. Handling all salary related enquiries and clear all suspense accounts. Monitor employee debt recovery. Record and clear reversal and disallowance control account. Manage payroll and deduction schedules. Monthly reconciliation of all control accounts and taxation. Perform monthly PERSAL/BAS reconciliation. Perform bi-annual and annual tax reconciliation. Reconcile EMP201 with employee tax certificate. Manage and utilise resources Prescription Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal relations, Report Writing, Planning and Organizing, Analytical skill.

Enq: Ms. G. Mooketsi, Tel Nr. (018) 200 8098

DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **STATE ACCOUNTANT (DEBTORS MANAGEMENT)**
REF NO : **53/2018/19**
SALARY : **R242 475 pa (SL 07)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 certificate or equivalent plus a Three year Degree/Diploma in Financial Management environment or related. One (1) to two (2) years working experience within Suspense/ Debtors environment. **KNOWLEDGE:** Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Treasury Regulations, Prescription Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal relations, Report Writing, Planning and Organizing, Analytical skill.

DUTIES: Capturing of debtors on system. Send statements to debts on monthly basis. Debtor's reconciliation. Clearing of suspense accounts. Reconciliation on all suspense accounts. Ensure proper record keeping. Assist with supporting documentation for the Interim and Annual financial statements

Enq: Ms. L. Motshumi, (018) 200 8142

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **SCM PRACTITIONER (ACQUISITION MANAGEMENT)**
REF NO : **54/2018/19**
SALARY : **R242 475 pa (SL 07)**
CENTRE : **HEAD OFFICE - MMABATHO**

REQUIREMENTS: Grade 12 Certificate or equivalent coupled with Appropriate Bachelor's degree or National Diploma in Supply Chain Management/ Financial Management/ Logistics Management environment or related.

One (1) - Two (2) years experience in Supply Chain Management environment. Valid driver's license.

KNOWLEDGE AND COMPETENCIES: Knowledge of Supply Chain Management Prescripts. (BBBEE), Broad Based Black Economic Empowerment Act 53 of 2003. (PPPFA) Preferential Procurement Policy Framework Act 5 of 2000, (PFMA), Public Financial Management Act of 1999 as amended. Public Service Act and Performance Management Development System (PMDS). **SKILLS:** Excellent verbal and written communication skills. Computer literacy. Knowledge of Walker/BAS

DUTIES: Provide general administration duties to Bid Administration. Conducting of bid briefing sessions. Verification of bid legal requirements. Supervision of bid administration. Serve as a bid committee secretariat. Supervision of administration clerks.

ENQUIRIES: Ms. G Tselane (018) 200 8363

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **HUMAN RESOURCE CLERK (MONITORING AND REPORTING)**
REF : **55/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus one (01) to two (2) years' experience in Human Resource Management environment. **KNOWLEDGE:** Knowledge of Public Service Prescripts (Public Service Acts and Public Service Regulations). **SKILLS:** Computer literacy, Good Interpersonal Relationships, Good Verbal and writing skills, High level of confidentiality.

DUTIES: Assist in the Compilation of monthly and quarterly reports. Provide assistance with internal and external audits to enhance sound relationship. Assist in the improvement of data integrity. Implement all administrative functions within the sub directorate. Update Registers and Statistics. Maintain proper filing system.

Enquiries: Ms N Bogosing, Tel Nr (018) 200 8077

DIRECTORATE : **PUBLIC TRANSPORT SERVICES**
POST : **ADMINISTRATION CLERK (COMMUTER SUBSIDY)**
REF : **56/2018/19**
SALARY : **R163 563 pa (SL 05)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 certificate or equivalent plus one (1) to two (2) years' experience in Transport Administration environment. **KNOWLEDGE:** Administrative and clerical procedures and systems. **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good verbal and writing communication skills. Planning and organizing skills

DUTIES: Render general clerical support service. Handle routine queries. Keep and maintain filing of the Component. Type letters and correspondence. Provide SCM Clerical Support to the Component. Administer the capturing of administration support services within the unit.

Enquiries: Ms. T.C Makoa, Tel: (018) 200 8359

DIRECTORATE : **TRANSPORT PLANNING AND POLICY DEVELOPMENT**
POST : **DEPUTY DIRECTOR – TRANSPORT PLANNING AND CORDINATION**
REF. NO : **57/2018/19**
SALARY : **Remuneration package of R 697 011 per annum. 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.**

CENTRE: HEAD OFFICE –MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/Economics/Logistics Management or any transport related discipline. A. Three (3) to Five (5) years' experience in the Land Transport Planning, Legislation and Policy Development environment of which three (3) years must be at Junior Management (Assistant Director) level. A valid driving license. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act, Treasury Regulations, Public Financial Management Act (PFMA), Public Service Act and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009, Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning. Understanding of Transport Planning and related process of developing the Integrated Transport Plans (ITPs) and Provincial Land Transport Framework (PLTF) and other related government prescripts and ability to implement the same. Quantitative Techniques (Econometric or Transport Modelling). Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing and presentations skills. Communication skills (written and verbal communication). Economic Analysis of Transport Plans and Policies. Modeling Transport. Problem-solving skills. The ability to maintain positive interpersonal relations and to work well as part of the team and as individual. Ability to work under pressure. Willingness to travel and work irregular hours.

DUTIES: Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in municipal strategic planning structures. Ensure synergy between Integrated Transport Plans and Municipal Integrated Development Plans. Participate and lead in the provincial (District and Local Municipality) Transport forums. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Provide support to the executives in the preparations of all specific reports and presentation such as legislated reports (DORA), sector reports and MINMEC reports or presentation. Coordinate and report on progress of the transport plans and implementation by the municipalities. Prepare operational budgets and monitor expenditure. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and reporting implementation plans. Liaise with the assigned transport official/s in the municipality regarding all issues of transport. Manage performance of the Unit.

Enq: Mr. O.A. Baikgaki Tel Nr. 018 200 8075

DIRECTORATE : **FINACIAL MANAGEMENT**
POST : **ACCOUNTING CLERK (CREDITORS PAYMENT CONTRACTUAL)**
REF NO. : **58/2018/19**
SALARY : **R163 563 p.a (SL 5)**
CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 or equivalent. One (1) to two (2) years working experience in Revenue/Finance environment. **Knowledge:** Public Financial Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). **Skills:** Accounting, Communication, Computer literacy, Time Management, Interpersonal relationships.

DUTIES: Capture receipts on BAS. Check and clearing of bank exceptions. Compile and capture journals. Assist with batch control. Assist with retrieval of documentation during audit period. Request BAS Reports.

Enq: Mr. T Tsatsimpe 018 200 8398

DIRECTORATE : **MEDIA AND COMMUNICATIONS**
POST : **COMMUNICATION OFFICER-EXTERNAL**
REF NO. : **59/2018/19**
SALARY : **R242 475 pa (SL 07)**
CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 or equivalent plus (3) year National Diploma/Degree in Communications/Public Relations/Journalism environment or related. One to two (1-2) years experience in the communication environment. A valid driver's license. **Knowledge:** Knowledge of communication and media, knowledge on media environment within the province and national, knowledge on writing for the media, knowledge on government communication and knowledge on communication protocols. **Skills:** Ability to communicate well with people at different levels and from different backgrounds, Graphic designing, writing skills, negotiation skills, communication skills, analytic skills, skills in writing for media environments, computer literacy.

DUTIES: Make graphic designs. Conduct media monitoring. Develop and update media data-base. Offer photography services, audio-visual production and manage media material archives. Distribute media correspondence and confirm media attendance during Departmental events. Provide administrative support for the media relations sub-unit. Compile and produce media statements and articles.

Enq: Mr T Sematle, Tel 018 200 8010

DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**
POST : **ADMINISTRATION CLERK**
REF NO : **60/2018/19**
SALARY : **R163 563 pa (SL5)**
CENTRE : **LEHURUTSHE 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: Mothupi MD 018 363 4192

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ARTISAN (SPECIALISED PRODUCTION) X 03**
REF NO : **61/2018/19**
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 : **OPERATOR LICENSE AND PERMITS**
POST : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY X 5, FIVE (5) YEARS CONTRACT POST**

NB: THIS APPOINTMENT WILL BE AS PER PROVISIONS OF SECTION 23 OF THE NATIONAL LAND TRANSPORT ACT NO. 5 OF 2005.

REF : **62/2018/19**
SALARY : **R697 011 .00 pa (SL 11)** (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate. A three 3 year Tertiary qualification in the Transport Environment or related coupled with a minimum three (3) to five (5) years 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 licenses. 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.

Enq: Mr N Dikobe Tel. Nr (018) 388 5314/16

A handwritten signature in black ink, appearing to be 'N. Dikobe', written in a cursive style.