



dcstm

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



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Road
Mafikeng, 2745
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Tel: +27 (18) 200 8258
Enq:

VACANCY CIRCULAR NO. 02 OF 2020/2021 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. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota.

Note: Applications must be accompanied by a 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)/required documents, and Identity document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with 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 Qualifications 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. Personnel suitability check 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. **Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:**<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

CLOSING DATE: 13/11/2020 AT 15H30



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CHIEF DIRECTORATE: TRANSPORT OPERATIONS

POST : DEPUTY DIRECTOR – TRANSPORT TERMINAL

REF.NO : 02/2020/21

SALARY : Remuneration package of R733 257 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 : MAHIKENG AIRPORT

Requirements: Grade 12 or equivalent plus three (3) year National Diploma or Bachelors Degree in Aviation Management/Transport Economics/Economics/Public Administration/Business Management and other equivalent qualification. Five (5) to Ten (10) years experience in Aviation environment, three (3) years must be at Junior Management(Assistant Director Level) at airport environment. Valid driver's license. **Knowledge:** Airport Management. PFMA. Human Resource Practices. Labour Relation Practices. Public Management and Administration. SACAA and ICAO regulations. Project Management. Quality control. Airport Safety and Security. **Skills:** Creativity. Innovation. Team work. Good interpersonal relationship.Written and verbal communication (report writing, presentation, etc).Planning, Control and organising. Computer literacy .Problem-solving. Negotiations. People Management. Effective Leadership.

Duties: Ensure compliance with the South African Civil Aviation Authority (SACAA) regulations and other guidelines. Manage personnel and operational activities of Airport facility. Monitor and manage all expenses within the approved budget. Provide training to Airport staff in safety and emergency procedures. Ensure customer complaints are handled and resolved in accurate and timely manner. Follow government rules and regulations for Airport operations. Guide and manage Airport operational and maintenance personnel. Manage recruitment, training, workload assignment, performance review, appraisal and promotions for Airport staff. Assist in preparing annual budget for Airport operations. Review and revise Airport safety and security plans as needed. Develop and implement safety policies and practices for employees. Ensure inspection of runway grounds and lighting on regular basis. Ensure Airport facility is kept clean, safe and secure. Ensure Airport facilities and equipments are in good working order. Ensure good working relationships with all stakeholders such as ATNS, SARS, SAPS, DHA, and community leaders.

Enq: Mr O Baikgaki: Tel No: (018) 200 8074/5



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DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**
POST : **ASSISTANT DIRECTOR – CONTRACT MANAGEMENT**
REF.NO : **03/2020/21**
SALARY : **R376 596 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

Requirements: Grade 12 or equivalent plus an appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/Financial Management environment or related. Three (3) to five (5) years experience in acquisition or contract management, at least 2 years experience in supervisory level. Valid driver’s license. **Knowledge:** Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Walker/BAS. **Skills:** Strong communication, report-writing and technical skills. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities

Duties: Implementation of Contract Management System. Advise the End-User of the procurement process that may need to be followed, the risk thereof as well as the required approvals in the event there is a need for contract variations and extension. Facilitates the negotiation process as well as the signing of the contract. Register the contract on the contract register and regularly update on contract spent and performance. With the assistance of the End-user is further responsible for contract document management. Submit a contract register to the Provincial Treasury. Maintain and update contract register. Manage the key responsibility areas of the subordinates

Enq: Mr S Maduma; Tel No: (018) 200 8057/8

DIRECTORATE : **OPERATOR LICENSE AND PERMITS.**
POST : **ASSISTANT DIRECTOR: CONFLICT MANAGEMENT**
REF. NO : **04/2020/21**
SALARY : **R376 596 pa (SL 09)**
CENTRE : **HEAD OFFICE – MAHIKENG**

Requirements: Grade 12 or equivalent plus three (3) years National Diploma or Bachelor Degree in Transport Management environment or related. Three (3) to Five (5) years relevant work experience in Transport Management, of which 2 years experience must be at Supervisory. Valid driver’s license. **Knowledge:** knowledge and understanding of taxi industry processes like formalization, regulation and control. Understanding of how to handle conflict and negotiations. Liaison with all the stakeholders in the taxi industry, municipalities, Law-enforcement agencies, Transport departments in other provinces and countries. Understanding of Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Monitoring ,investigation and reporting. Ability to interpret legislation and implement it accordingly. **Skills:** Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation



skills. Interpretation of statutes and prescripts. Teamwork orientation, Innovative. Reporting and writing skills. Project management. Assertive and confident approach to the Taxi Industry challenges.

Duties: React, intervene and monitor all conflict situations in the public passenger transport. To proactively deal with conflict situations inter and intra provincial. Liaise with relevant stakeholders in handling conflict cases within the public transport industry. Liase with law enforcement structures to ensure that all legislations governing public transport are adhered to, Ensure that all administration issues of the sub-directorate are handled.

Enq: Mr Dikobe N Tel No: 018 388 5616/7

DIRECTORATE : **LEGAL SERVICES**

POST : **LEGAL ADMINISTRATION OFFICER: LEGISLATION AND REGULATIONS (MR 5)**

REF.NO : **05/2020/21**

SALARY : **R373 389 (OSD)**

CENTRE : **HEAD OFFICE – MAHIKENG**

Requirements: Grade 12 or equivalent plus a recognized LLB Degree. At least eight (8) years appropriate post- qualification experience in the application of law/Legal experience or related fields. Extensive experience in civil litigations, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, contract drafting and interpretation. Admission as an Attorney will be an added advantage. A valid driver's license is required, and should be willing 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 interpretation of policies, planning and organizational skills. **Skills:** Good interpersonal relations, report writing, case investigation skills, good conflict resolution and mediation skills, computer literacy.

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; handle 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.

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



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DIRECTORATE : **COMMUNICATIONS**
POST : **SECRETARY**
REF.NO : **06/2020/21**
SALARY : **R173 703 pa (SL 5)**
CENTRE : **HEAD OFFICE – MAHIKENG**

Requirements: Grade 12/ Senior Certificate with typing as a subject or grade 12 with any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience as a Secretary. **Knowledge:** Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency(written and verbal). **Skills:** Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy .Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

Duties: Provide a secretarial support service to the Directorate: Communications. Type routine notes, Memorandums, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.

Enq: Mr Sematle, Tel: 018 200 8011

CHIEF DIRECTORATE: **TRANSPORT OPERATIONS**
POST : **COMMERCIAL CLEANER X 3**
REF NO : **07/2020/21**
SALARY : **R102 534 pa (SL 2)**
CENTRE : **MAHIKENG AIRPORT**

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.



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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, Preparing tea for the Manager's guests.

Enq: Ms Dikeledi Matlawe Tel .Nr. (018) 200 8075

RISK MANAGEMENT COMMITTEE MEMBER X 1

REF NO: 08/2020/21

DIRECTORATE: RISK MANAGEMENT

In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three-year period).

Terms of Appointment: A suitable and qualified person will be appointed for a period of three (3) years. Thereafter, the Accounting Officer *may* renew the period for another term. Please note that this is not a full-time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary.

SALARY: The compensation of Risk Management Committee members is done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.

CENTRE: MAHIKENG

REQUIREMENTS: Matric plus a National Diploma or Degree in Auditing/Risk Management/ Business Management/Financial Management. Qualifications such as Chartered Accountant/Master of Business Administration /Certified Internal Audit will be an added advantage. **Experience:** A person must have more than five years' Senior Management experience in Auditing/ Finance/ Risk Management. Experience serving in Governance Committees will be an added advantage. Previous experience of serving in the Risk Management Committees and/or Audit Committees will be advantageous. Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework. Public Sector knowledge will also serve as an added advantage. **Competencies:** Must be objective and independent. An enquiring and analytical mind-set with good communication and report writing skills. An understanding of the regulatory framework within which Provincial Departments operate.

DUTIES: Assist the Accounting Officer in the effective execution of his/her responsibilities and fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer in building trust and confidence on how the Department is managed, and regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.(e.g. review of the risk management literatures; review of the risk register and other related documents etc.)

Enq: MG Mothibedi - 018 200 8005/7



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