



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. 01 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 ID-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. **Prior to an appointment being made to any SMS post, the appointee to such a post must have completed the PRE-Entry certificate, and must be in possession of such prior to taking up the post.**

CLOSING DATE: 25/09/2020 AT 15H30



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CHIEF DIRECTORATE: CORPORATE SERVICES

POST : CHIEF DIRECTOR: CORPORATE SERVICES

Note well: Certificate for entry into Senior Management Services (SMS) is one of the post requirement.

REF.NO : 01/2020/21

SALARY : Remuneration package of R1 251 183 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 : HEAD OFFICE – MAHIKENG

Requirements: Grade 12 certificate or equivalent. Applicants must be in possession of an appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration or relevant study (qualification) with at least 5 years proven experience in a senior managerial position. A valid driver's licence. **Knowledge:** knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management, In depth knowledge and understanding of corporate services management in the public service. **Skills:** Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and an independent work ethics, self-motivated and reliable. Strategic capability and leadership. Financial management. Excellent report-writing, analytical thinking, decision-making and problem-solving. Client orientated customer and results driven. High-level communication and presentation. Ability to interact at both strategic and operation level. Computer literacy. Ability to work under pressure. Project Management.

Duties: Oversee the rendering of Human Resource Management Services within the department. Manage the provision of strategic support administration service. Manage the coordination of departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services to the department. Manage the coordination of strategic planning, monitoring and evaluation. Monitor security compliance within the Department. Monitor Communication Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

Enq: Ms B. Mofokeng, Tel: 018 200 8001



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