

# Department of Community Safety and Transport Management

## Chief Director: Corporate Services

**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.**

**• Ref no: 01/2021/22 • 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 license • **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 information, communication technology (ICT) service • Manage the coordination of departmental gender focal point and diversity management (special program) 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 • Ensure the provisioning of security and facility management within the Department • Monitor coordination of departmental transport management services • Monitor Communication Services within the Department • Provide administrative support to District Coordination (DDM) • Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

**Please note that post responsibilities have changed due to structural amendments to include facilities management. This is a re-advertisement; employees who previously applied are encouraged to apply.**

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

**Enquiries:** Ms B Mofokeng, tel. (018) 200 8001

**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 this posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.**

**Note Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za)**

**Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment 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. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his/her normal duties. 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/>**

**APPLICATIONS:** The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 or Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota.

**Closing Date:** 29 October 2021 at 15H30



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Department:  
Community, Safety & Transport Management  
North West Provincial Government  
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