



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  
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Tel: +27 (18) 200 8259  
Enq:

### VACANCY CIRCULAR NO. 03 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, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Maitseo Sebigi.

**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).

**The copies of all qualification(s)/required documents must be originally certified which include certified copy of RSA ID document/National Identity card. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details is required. 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. 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/>.

**CLOSING DATE: 19/03/2021 AT 15H30**



"Together we move North West Province Forward"

**DIRECTORATE** : **OPERATOR LICENSE AND PERMITS.**

**POST** : **DEPUTY DIRECTOR: PUBLIC TRANSPORT, CONFLICT MANAGEMENT**

**REF. NO** : **09/2020/21**

**SALARY** : Remuneration package of R733 257per 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**

**REQUIREMENTS:** Grade 12 certificate or equivalent, plus three year's National Diploma or Bachelor's Degree in Transport Management environment/Education/Administration/Conflict Management/Resolution environment. Five (5) to ten (10) years relevant working experience in the public service, **preferably public transport sector** of which three (3) years must be at Junior Management level. Valid driving license. **KNOWLEDGE:** 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. 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. Assertive and confident approach to the Taxi Industry challenges.

**DUTIES:** Handle conflict within the Transport sector, in consultation with all relevant stakeholders. Manage Personnel within the Conflict Management Component. Forge partnership with relevant stakeholders. Investigate and monitor conflict throughout the Province. Advise the Public Transport operators in connection with conflict, and all matters related thereto. Manage Public Transport related to conflicts in the Province. Identify and mitigate all risks within the Sub-Directorate. Facilitate advocacy campaigns to the Transport sector, in line with the appropriate Legislations. Facilitate training in the transport sector. Perform any other responsibilities as may be assigned by the Director.

**Enq: Dr Ntlhopeng Dikobe, Tel No, 018 388 5616/7**

**DIRECTORATE** : **SUPPLY CHAIN MANAGEMENT**

**POST** : **DEPUTY DIRECTOR – ASSET AND INVENTORY MANAGEMENT**

**REF. NO** : **10/2020/21**

**SALARY** : Remuneration package of R733 257per 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**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. Three (3) years National Diploma/ Degree in Public Administration or Financial Management environment or related. Five (5) to Ten (10) years' relevant working experience in Supply Chain Management **preferably in Asset and Inventory Unit** of which three (3) to five (5) years must be at Junior Management Level (Assistant Director). A valid drivers' license. **KNOWLEDGE:** Financial Management. Supply Chain Policies and procedures. Public service prescripts. Asset and Inventory Policies. PFMA, PPPFA, BBEE and Treasury Regulations. **SKILLS:** Planning, facilitation and coordination skills. Monitoring and evaluation skills. Problem solving and ability to maintain discipline. Presentation skills. Report writing skills. Computer literacy. Verbal and written communication.

**DUTIES:** Manage the facilitation process of procuring office furniture and equipments. Manage the maintenance of the Departmental Asset Register and produce reports. Manage the process of procuring stationery /Inventory. Manage the development and monitor the implementation of movable asset management strategy. Identify and



conduct movable asset physical verification process. To respond to Audit findings/exceptions, and implementation of Audit recommendations. Manage key responsibility area (KRAs) of the staff within the unit  
**Enq: Mr S Maduma: Tel NO. 018 200 8057**

**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**  
**POST** : **DEPUTY DIRECTOR-GOVERNMENT FLEET SERVICES**  
**REF NO** : **11/2020/21**  
**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** : **HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management/Public Administration/Management environment. A post graduate qualification will be an added advantage. Five (5) to Ten (10) years' experience in fleet management, of which at least five (5) years must be at Junior Management level (Assistant Director Level).Project management experience. Unendorsed Drivers license EB.

**KNOWLEDGE:** Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70.Understanding of Public Service Policies. Rules and regulations including interalia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. **SKILLS:** Computer literacy (Microsoft Office, Vehicle Management System); policy development. Interpretation and implementation. Presentation skills; Ability to work independently and under pressure; ability to serve and communicate with government executive management; Proven management ability and attributes of dynamic leadership skills; Ability to maintain positive interpersonal relations and to work well as part of a team; Problem solving abilities Proven skills in report writing Basic accounting skills relating to management of budget compilation; Excellent verbal and written communication skills.

**DUTIES:** Maintain credible Fleet Asset Register. Render Fleet procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage motor vehicle accidents register and the loss register. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedures manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Director. Manage the activities of the Sub – Directorate. Introduce system of internal control to prevent the incurrance of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline. Checking and verifying bills before being processed for payment.

**Enq: Mr TP Mosiane: Tel (018)200 8072**



**DIRECTORATE** : **LAW ENFORCEMENT**

**POST** : **CONTROL PROVINCIAL INSPECTOR- BOJANALA DISTRICT**

**REF. NO.** : **12/2020/21**

**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** : **BOJANALA DISTRICT – DIVISION LAW ENFORCEMENT**

**REQUIREMENTS:** Grade 12 plus 3 years Diploma/Degree qualification in any road safety discipline, Policing, Transport and Road Traffic Management. 7 - 10 Years experience working in the field of Traffic Law enforcement of which at least 3 - 5 Years experience must be at Junior Management. Valid Driving License .No Criminal record.

**KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance management, Finance management, Records management, Public Information Management, Risk management, Change management, Project management.

**SKILLS:** Customer management, Results/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict management, Self-management, Time Management.

**Duties:** Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of reports. Coordinate the Audit Process.

**Enq: Mr PJ Stone, Tel: 018 381 9100**

**DIRECTORATE** : **TRANSPORT ADMINISTRATION AND LICENSING**

**POST** : **DEPUTY DIRECTOR – Natis REVENUE ADMINISTRATION SUPPORT**

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

**REF NO** : **13/2020/21**

**SALARY** : Remuneration package of R733 257 per annum 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**

**REQUIREMENTS:** Grade 12 or equivalent 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 (Assistant Director). 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 ( BBBEE, 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 VTSS. 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**

**CHIEF DIRECTORATE** : **TRANSPORT OPERATIONS**  
**POST** : **DEPUTY DIRECTOR: SCHOLAR TRANSPORT**  
**REF. NO** : **14/2020/21**

**SALARY** : Remuneration package of R733 257 per annum 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**

**REQUIREMENTS:** Grade 12 or equivalent plus three (3) year's National Diploma or Bachelor's Degree in Transport Management environment. Five (5) to Ten (10) years' experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver's license. **KNOWLEDGE:** Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. **SKILLS:** Planning, organizing, report writing, communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.

**DUTIES:** Manage and administer subsidised Public Transport. Verify and Manage payments of Subsidies to operators. Consult with various transport stakeholders. Liaise with public transport operators, National Department of Transport in terms of the National monitoring norms and standards. Monitor scholar transport services. Monitor and review current public transport services. Ensure compliance with Financial Management. Ensure the implementation of effective public transport monitoring systems. Consolidate and compile monitoring reports. Manage key performance area of the managed.

**Enq: Mr P.T Mohono, Tel No: 018 200 8089**

**DIRECTORATE** : **HUMAN RESOURCE MANAGEMENT**  
**POST** : **DEPUTY DIRECTOR – HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT**  
**REF.NO** : **15/2020/21**

**SALARY** : Remuneration package of R733 257 per annum 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**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Human Resource/Public Administration /Administration or related qualification coupled with Five (5) to Ten (10) years working experience in Performance Management Development System(PMDS), and Training & Development environment of which three (3) – five (5) years must be at Junior Management level (Assistant Director) . Valid Driver's License. **KNOWLEDGE:** Understanding of relevant legislation. Policies and Procedures. Performance

Management Development System. Knowledge of PFMA, Skills Development and Levies **SKILLS:** Management skills. Facilitation and Good presentation skills. Interpersonal Skills. Report writing skills. Communication (verbal and written). Policy Analysis and implementation. Computer Literacy (Microsoft, Excel and PowerPoint). Conflict Management. Planning and organising.

**DUTIES:** Oversee the drafting of Departmental Workplace Skills Plan (WSP). Manage the proper implementation of Learnership, Internships, Adult Education Training, and Bursaries programme within the Department. Manage relationships with relevant SETAs. Manage the coordination of Departmental Induction and Orientation Programmes, and coordinate Compulsory Induction Program (CIP). Manage the implementation of Performance Management & Development System (PMDS) in the department. Provide strategic leadership in Human Resource Utilisation and Capacity Development Unit. Manage the reporting process within the Unit. Oversee the development of departmental training reports. Ensure compliance and quality assurance as determined by relevant stakeholders. Manage key performance area of the managed.

**Enq: Ms VT LETEANE Tel Nr.018 200 8055/8056**

**DIRECTORATE** : **STRATEGIC PLANNING MONITORING AND EVALUATION**

**POST** : **DEPUTY DIRECTOR-EVALUATION (ONE YEAR EMPLOYMENT CONTRACT)**

**REF. NO** : **16/2020/21**

**CENTRE** : **HEAD OFFICE – MMABATHO**

**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.

**REQUIREMENTS:** Grade 12 or equivalent plus Post Graduate Degree in Public Management within the sector of Monitoring and Evaluation plus minimum experience of three (3) to five (5) years in Research. Valid driving license. **KNOWLEDGE:** Understand government systems in relation to the evaluation. Knowledge of Public Finance Management Act (PMFA). Understand ethical issues relating to evaluation, including potential or actual conflict of interest. **SKILLS:** Computer Literacy. Strong Project Management skills. Research Skills. Interpersonal Skills and presentation skills. Report Writing Skills. Communications skills. Conflict Management Skills. Policy Analysis and Evaluation. Ability to manage different stakeholders.

**DUTIES:** Provide leadership to the Evaluation team in completing projects effectively. Conduct research/collect evidence and analysis of evidence. Assess issues such as relevance (effectiveness and efficiency) value for money, impact and sustainability and recommendations. Manage evaluation resources to deliver high quality evaluation and related objectives on time and to appropriate standards. Compile reports.

**Enq: Mr M. Moiloa, Tel Nr: 018 200 8376**

**DIRECTORATE** : **LAW ENFORCEMENT**

**POST** : **CHIEF PROVINCIAL INSPECTOR**

**REF NO** : **17/2020/21**

**SALARY** : **R470 040 pa (SL10)**

**CENTRE** : **LEHURUTSHE TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus Relevant Tertiary Qualification (Three 3) years National Diploma/Degree or equivalent. Three (3) to five (5) years supervisory experience. Seven (7) to ten (10) years working experience in the Road Traffic Law enforcement field, A valid relevant driving license (A and EC), and no criminal record. **KNOWLEDGE:** Extensive experience in 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; organizing; 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 /Project Management.

**DUTIES:** Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road Safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.

**Enq: Mr. P J Stone, Tel Nr. (018) 381 9110/9104**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**POST : ASSISTANT DIRECTOR (WHITE FLEET ADMINISTRATION)**

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

**REF. NO : 18/2020/21**

**SALARY : R 376 596pa (SL 09)**

**CENTRE : BOJANALA DISTRICT GOVERNMENT FLEET ADMINISTRATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management related field. Three (3) to five (5) years relevant working experience in Fleet Management/Maintenance and Repairs of which two (2) years must be at supervisory level. Valid Driving license.

**KNOWLEDGE:** Knowledge of Public Passenger transport legislation. Public service policies rules and legislation. Knowledge of Fleet Management. Basic Mechanical Knowledge. Public Financial Management Act. Public Service Act, Performance Management Development System (PMDS). **SKILLS:** Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.

**DUTIES:** Management of maintenance and repairs of Government Vehicles. Management of Motor vehicle accidents. Management of pool vehicle log sheets. Management of renewal of motor vehicle licenses in the Province. Management of towing state vehicles/recovery breakdown services. Ensure revenue collection through disposal of withdrawn vehicles through public auction sale. Ensure the compilation of monthly expenditure reports and their submission. Manage the key responsibility areas of the managed.

**Enq: Mr J Leeuw, Tel Nr. 014 523 5705**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**

**POST : ASSISTANT DIRECTOR (COLLECTIVE BARGAINING, MISCONDUCT AND GRIEVANCE HANDLING)**

**REF NO : 19/2020/21**

**SALARY : R376 596 pa (SL 09)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Labour Relations 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 : ASSISTANT DIRECTOR-WELLNESS MANAGEMENT**

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

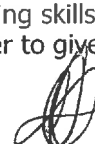
**REF NO : 20/2020/21**  
**SALARY : R376 596 pa (SL 09)**  
**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Human Resource Management/Public Administration/Public Management & Governance. Diploma/Degree in Sports Science or Sports Management may be an added advantage. Three (3) to five (5) years working experience in Human Resource Administration, and environment analysis of which two (2) years must be at supervisory level. A valid driving licence. **KNOWLEDGE:** National Employee Health and Wellness Strategic Framework 2008, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Public Service Act of 2007 and Regulations. **SKILLS:** Good verbal & written communication skills. Good interpersonal skills. Report Writing. Conflict Management. Policy Analysis and Computer Literacy. Project management methodologies.

**DUTIES:** To promote employee health and wellness programmes by conducting annual employee health need analysis; Provide education and promotion on wellness management programme i.e. psychosocial, emotional, physical wellness; Departmental representative at the National and Provincial Employee Health and Wellness Forums. Manage budget allocation for the organisational Employee Health and Wellness programme. Ensure compliance with all relevant laws and legislation. Compile reports. Manage the key areas of subordinates.  
**Enq: Ms IFK Selomane, Tel Nr. (018) 200 8304/6**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**  
**POST : ASSISTANT DIRECTOR – RECRUITMENT & SELECTION**  
**REF NO : 21/2020/21**  
**SALARY : R376 596 pa (SL 09)**  
**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus 3 years National Diploma/Degree in Human Resource Management/Public Administration/Public Management as recognised by SAQA. Three (3) to five (5) years working experience in Human Resource Management with specific focus on Recruitment and Selection processes of which two (2) years must be at supervisory level in the same functionality of Recruitment & selection. PERSAL (Personnel Administration) certificate is mandatory. **KNOWLEDGE:** HRM related PSCBC and GPSSBC Resolutions, SMS Handbook, and any other HR related prescripts, Recruitment, selection & appointments, Personnel and Salary Administration System (PERSAL), Employee life cycle management, Performance Management and Development(PMDS) for Public service, and other applicable legislations, Remuneration and compensatory practices, Public service Act, Knowledge of Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, PERSAL Procedure Manual, PERSAL System Access Security. **SKILLS:** Computer skills, PERSAL competency, Data capturing integrity and analysis skills, Submissions/report writing skills, ability to interpret and apply Public Service policies. Ability to research HRM policies and standards in order to give





advice. The ability to develop sound policies through analytical and innovative thinking. Good written and verbal communication skills, ability to facilitate workshops and present policies. Ability to maintain positive interpersonal relationship and work within a team. Able to manage conflict, good working relationships, Should be creative, self motivated and reliable. Has the ability to initiate, and able to work under pressure and meet deadlines.

**DUTIES:** Management of recruitment and selection processes and procedures. Provide professional advice to line functions on the effective and efficient interpretation and implementation of Recruitment policy, guidelines, and other Human Resource related prescripts. Manage and submit monthly, quarterly, annual reports on advertised and filled posts. Maintain Recruitment and Selection statistics and data for quarterly and annual reporting. Assist with the development, amendment and maintenance of Human Resource policies and practices. Management of appointments into the personnel establishment and PERSAL system. Rendering advise to MMS and SMS Members on the structuring of salary packages. Ensure and maintain Data integrity on all transactions performed. Facilitate Personnel suitability checks of shortlisted or appointed personnel. Monitor and ensure compliance to PERSAL functionalities and procedures. Check and ensure quality transactions are captured and approved on PERSAL system. Managing of secondments, transfers and relocation of personnel. Draft and quality assure submissions, letters, Memoranda and reports. Management of personnel performance and development. Manage Auditor General and Internal Audit requests and exceptions. Liaise with all components on Human Resource Management related to Recruitment & Selection. Management and coordination of Recruitment & Selection functions that may be delegated from time to time.

**Enq: Ms K Mophulane Tel Nr. (018) 200 8052**

**DIRECTORATE** : **HUMAN RESOURCE MANAGEMENT**  
**POST** : **SENIOR TRAINING & DEVELOPMENT OFFICER**  
**REF NO** : **22/2020/21**  
**SALARY** : **R316 791 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 Training and Development (HRD). **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 AET and FET programmes. Administer Departmental Recognition of Improved qualification directive. 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 areas of staff.

**Enq: Mr Gilford Malotane, Tel Nr. (018) 200 8279**



**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**  
**POST** : **SENIOR ADMINISTRATION OFFICER (MOTOR VEHICLE ACCIDENT MANAGEMENT)**  
**REF. NO** : **23/2020/21**  
**SALARY** : **R 316 791 pa (SL 08)**  
**CENTRE** : **HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma/Bachelor's Degree in Public Administration/Transport Management environment. Two (2) to five (5) years relevant working experience in accidents and records management. **KNOWLEDGE:** Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of Transport Circular No.4 of 2000. **SKILLS:** Computer literacy. Good interpersonal relations. Filing system skills.

**DUTIES:** Management of Accidents registry with regard to pool vehicles within the Province. Ensure proper reporting of accidents by district offices (Government Garages) and compliance in terms of Transport Circular No. 4 of 2000. Liaise with internal and external stakeholders with regard to accident queries. Opening and dispatching of accidents files to relevant officials in terms of Treasury Regulation, PFMA and Transport Circulars. Provide any other administration duties that would assist in improving service delivery. Ensure that all accident matters are referred to Legal Services for legal opinion. Compile monthly and quarterly reports with regard to accidents. Provide Supervisory duties.

**Enq: Ms M Phakedi, Tel Nr (018 200 8217)**

**DIRECTORATE** : **SUPPLY CHAIN MANAGEMENT**  
**POST** : **SENIOR ADMIN OFFICER (TRANSPORT MANAGEMENT)**  
**REF.NO.** : **24/2020/21**  
**SALARY** : **R316 791 pa (08)**  
**CENTRE** : **HEAD OFFICE-MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent and three (3) years National Diploma/Degree in Transport Management/Public Administration environment. Two (2) to five (5) years working experience in Transport Management. Minimum valid category B driving license. **KNOWLEDGE:** Knowledge of Transport Policies. Knowledge of Public Service Regulation and other relevant prescripts. Knowledge in PFMA. **SKILLS:** Computer skills. Good written and verbal communication skills. Presentation skills. Good interpersonal relations. Ability to work as individual and as a team.

**DUTIES:** Monitor proper allocation of pool vehicles and allocation register. Keep and update departmental asset register for pool, and scheme A & B vehicles on monthly basis. Ensure that driving license register is kept and updated on monthly basis. Receive and compile consolidated provincial log sheet for both pool and subsidy, and submit accurate monthly reports to relevant stake holders. Receive, verify and consolidate all applications for scheme A & B and submit to supervisor for submission to the relevant stake-holders. Receive and timeously consolidate and keep duly completed and accurate accident reports for departmental pool vehicles. Manage the administration of traffic fines of departmental pool vehicles. Supervise monthly inspections on all Head Office vehicles. Monitor that departmental pool vehicles are maintained and repaired on time. Monitor the renewal and distribution of license disc on monthly basis. Consolidate a monthly report on penalties charged for late disks renewals, log sheet non submissions and nil returns. Reconcile departmental VMS report against departmental log sheet submission on monthly basis. Reconcile departmental Transaction report on monthly basis. Attend to Early Warning Reports and report back to supervisor. Maintain proper record keeping. Attend to other tasks delegated by the supervisor. Manage the key responsibilities of the managed.

**Enq: Mr J Ngwenya, Tel 018 200 8392**

**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **PRINCIPAL PROVINCIAL INSPECTOR**  
**REF NO** : **25/2020/21**  
**SALARY** : **R 316 791 pa (SL8)**  
**CENTRE** : **LEHURUTSHE**

**REQUIREMENTS:** 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.

**Enq: Mr P J STONE, Tel Nr. (018) 381 9110/9104**

**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **PRINCIPAL PROVINCIAL INSPECTOR**  
**REF NO** : **26/2020/21**  
**SALARY** : **R 316 791 pa (SL8)**  
**CENTRE** : **MOGWASE STATION AND BAPONG TRAFFIC CONTROL CENTRE**

**REQUIREMENTS:** 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.

**Enq: Mr P J STONE, Tel Nr. (018) 381 9110/9104**



**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**

**POST** : **ARTISAN FOREMAN GRADE A (FLEET MANAGEMENT MAINTENANCE) X 2**

**REF. NO** : **27/2020/21**

**SALARY** : **R304 263 pa (OSD NOTCHES)**

**CENTRE** : **DR. RUTH SEGOMOTSI MOMPATI**

**REQUIREMENTS:** Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver's license code 10 and PDP. **NB: Grade 12 will be added as an advantage.**

**KNOWLEDGE:** Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. **SKILLS:** People management skills and management of technical services.

**DUTIES:** The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

**Enq: Mr ME Matsime, Tel. Nr. (053) 927 3762**

**DIRECTORATE** : **LAW ENFORCEMENT**

**POST** : **SENIOR PROVINCIAL INSPECTOR**

**REF.NO** : **28/2020/21**

**SALARY** : **R257 508 pa (SL 7)**

**CENTRE** : **MOGWASE, RUSTENBURG X 2 TRAFFIC STATIONS, AND BAPONG TRAFFIC CONTROL CENTRE X 4**

**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 P J STONE, Tel.Nr. (018) 381 9110/9104**



**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **SENIOR PROVINCIAL INSPECTOR**  
**REF.NO** : **29/2020/21**  
**SALARY** : **R257 508 pa (SL 7)**  
**CENTRE** : **DITSOBOTLA**

**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 P J STONE, Tel.Nr. (018) 381 9110/9104**

**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **SENIOR PROVINCIAL INSPECTOR**  
**REF.NO** : **30/2020/21**  
**SALARY** : **R257 508 pa (SL 7)**  
**CENTRE** : **CHRISTIANA, TAUNG TRAFFIC STATIONS**

**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 P J STONE, Tel.Nr. (018) 381 9110/9104**



**DIRECTORATE** : **MEDIA AND COMMUNICATIONS**  
**POST** : **COMMUNICATION OFFICER (EXTERNAL)**  
**REF NO.** : **31/2020/21**  
**SALARY** : **R257 508 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. Graphic designs will be an added advantage. 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** : **GOVERNMENT MOTOR FLEET**  
**POST** : **ADMIN OFFICER (MOTOR VEHICLE ACCIDENT)**  
**REF. NO** : **32/2020/21**  
**SALARY** : **R257 508pa (SL 07)**  
**CENTRE** : **DR KENNETH KAUNDA DISTRICT**

**REQUIREMENTS:** Grade 12 certificate or equivalent. Bachelor degree/National Diploma in Public Administration/Transport/Public Management. At least one (01) to two (02) years experience in accident management or pool vehicle management. Unendorsed driver's license Code 08 or 10 will be an advantage. **KNOWLEDGE:** Must know all government prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Safety Act of 1999, Labour Relations Act, Basic Conditions of Employment Act. **SKILLS:** Good verbal and written communication as well as interpersonal skills. Computer Literacy in Excel, MS word, Power point and Access. Ability to work under pressure and willing to work after hours.

**DUTIES:** Management of accident section and Government Garage pool vehicle section. Ensure monthly reports are compiled for both accident section and pool vehicle section for District management and head Office. Comply with the accident policy of the province as well as the standing operating procedures of government garage. Ensure invoices are collected for audit purposes. Be available for 15 legal issues should the need arise. Support District Management in compiling of reports to districts as well as Head office. Any other administrative duties that would assist in improving service delivery.

**Enq: Ms. Abdool Gany, Tel. Nr. (018) 293 9876**



**DIRECTORATE** : **OFFICE OF THE EXECUTIVE AUTHORITY**  
**POST** : **REGISTRY CLERK – EXECUTIVE AUTHORITY SUPPORT**  
**REF.NO** : **33/2020/21**  
**SALARY** : **R257 508 pa (SL 07)**  
**CENTRE** : **HEAD OFFICE-MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus 1-2 years working experience in Records Management. Valid driving license. **KNOWLEDGE:** Record keeping and archive procedures, Knowledge of the National Archives Act and the MIS prescripts and procedures, storage and retrieval procedures in terms of the records management policy and guidelines. Public Service Act, Public Service Regulation and other relevant prescripts. **SKILLS:** Good verbal and written communication. Ability to organize work, Basic interaction with clients, problem solving, Good Interpersonal relations. Computer literacy, team work. Planning in respect of own work. Time management.

**DUTIES:** Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players etc. Receive and distribute post and documents. Record documents in the required databases/registers. File all document in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render general support function in the office of the executive authority. Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council Memoranda. Assist with document reproduction and facsimile services. Control stocks and stationary as Chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts/policies and procedures that apply to the work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.

**Enq: Mr T Mabaso 018 200 8010**

**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**  
**POST** : **ARTISAN PRODUCTION GRADE A**  
**REF.NO** : **34/2020/21**  
**SALARY** : **R190 653pa (OSD NOTCHES)**  
**CENTRE** : **NGAKA MODIRI MOLEMA WHITE FLEET MAINTENANCE**

**REQUIREMENTS:** Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP.**NB: Grade 12 will be added as an advantage**

**KNOWLEDGE:** Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. **SKILLS:** Problem solving and analysis, Decision making and creativity, Self- Management and Analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.

**DUTIES:** Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.

**Enq: Mr K Seagiso Tel No. 018 388 9200**



**DIRECTORATE** : **OFFICE OF THE EXECUTIVE AUTHORITY**  
**POST** : **DRIVER/MESSENGER- EXECUTIVE AUTHORITY SUPPORT**  
**REF.NO** : **35/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **HEAD OFFICE -MAHIKENG**

**REQUIREMENTS:** Abet (Grade 10) Driving license, PDP plus 1- 2 years experience in driving. A valid driver's license. Ability to work under pressure and long hours. **KNOWLEDGE:** of the policies and procedures that applies in the work environment..knowledge of transport policies. Transport policy 4/2000 and working procedures in respect of working environment. **SKILLS:** Good organizing, time management skills and people orientated. customer care, good verbal & written communications skills. Ability to perform routine tasks.

**DUTIES:** Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute documents and parcels for the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority such as, Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts.

**Enq: Mr T Mabaso,Tel No.018 200 8010**

**DIRECTORATE** : **OFFICE OF THE EXECUTIVE AUTHORITY**  
**POST** : **HOUSE HOLD AID - EXECUTIVE AUTHORITY SUPPORT**  
**REF NO** : **36/2020/21**  
**SALARY** : **R122 595 pa (SL 3)**  
**CENTRE** : **HEAD OFFICE -MAHIKENG**

**REQUIREMENTS:** Abet Education (Grade 10), with one (01) to two (2) years cleaning experience.  
**KNOWLEDGE:** Cleaning and catering materials. Basic tasks. 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. Operating cleaning equipment.

**DUTIES:** Provide housekeeping & cleaning services. Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. Washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipments .Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations

**Enq:Mr T Mabaso, Tel No.018 200 8010**

