



## HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building  
Albert Luthuli Road  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel:

### VACANCY CIRCULAR NO. 02 OF 2021/2022 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 Kegomoditswe Makaota.

**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). 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.* 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).

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 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: 03/12/2021 AT 15H30**



**DIRECTORATE : SUPPLY CHAIN MANAGEMENT**

**POST : DEPUTY DIRECTOR (ACQUISITION MANAGEMENT)**

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

**REF. NO : 02/2021/22**

**SALARY : Remuneration package of R744 255 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 or equivalent plus NQF level 6/ Three year National Diploma/or Degree in Supply Chain Management/Logistics/Purchasing/Financial management/Accounting or related. Five (5) to ten (10) years relevant work experience in Supply Chain Management (Acquisition Management) of which three (3) years must be at junior management/Assistant Director Level, preferably be in the Public Sector Supply Chain Management. Valid driving license. **KNOWLEDGE:** knowledge and experience in the application of prescript/ legislative frameworks that governs supply chain management in public service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad- Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Knowledge of Walker-Bas systems and Central Supplier Database (CSD) system. **SKILLS:** Excellent verbal and written communication skills, Problem solving, Computer Literacy. Strong planning and coordination abilities. Analytical/ innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadlines. Sound analytical skills and Strong planning, presentation skills.

**DUTIES:** Develop, design, implement and manage acquisition management processes and systems as well as internal controls and audit trails across all levels in the departmental in order to ensure effective and efficient service delivery as well as compliance with the polices and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with supply chain management prescripts and guidelines. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate, supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System. Ensure correctness of advertisement of tenders in tender bulletin and e-tender system.

**Enq: Mr. S. Maduma, Tel Nr (018) 200 8057**



**DIRECTORATE: GOVERNMENT MOTOR FLEET SERVICES**

**POST : DEPUTY DIRECTOR: GOVERNMENT MOTOR FLEET**

**REF. NO : 03/2021/22**

**SALARY : Remuneration package of R882 042 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 -NGAKA MODIRI MOLEMA DISTRICT**

**REQUIREMENTS:** Grade 12 certificate or equivalent. An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management environment or related, coupled with a minimum of Five (5) to Ten (10) years relevant experience in Fleet management environment of which three (3) years must be at Junior Management/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 procedure 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 incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline.

**Enq: Mr. T P Mosiane, Tel. Nr (018) 200 8072**



**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **CONTROL PROVINCIAL INSPECTOR**  
**REF. NO.** : **04/2021/22**  
**SALARY** : Remuneration package of R744 255 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** : **NGAKA MODIRI MOLEMA DISTRICT – DITSBOTLA STATION**

**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: MOTOR VEHICLE LICENSING ADMINISTRATION**  
**REF. NO.** : **05/2021/22**  
**SALARY** : Remuneration package of R744 255 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.  
**CENTER** : **HEAD OFFICE - MAHIKENG**

**REQUIREMENTS:** Grade 12 or equivalent plus 3 years National Diploma/Degree in Public Administration/Financial Accounting/Cost and Management Accounting or related, with Five to Ten (5 – 10) years' experience in the NaTIS Administration environment of which three (3) years must be at Junior Management/Assistant Director level. A Valid driving license. **KNOWLEDGE:** Legislative and regulatory requirements, policies and standards relating to registration and licensing processes. Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Business and management principles involved in resource allocation, human resources modeling, leadership technique, and coordination of people and resources. **SKILLS:** Planning and Organising skills, Problem-solving & Decision-making, Communication & Information management, Budgeting & Financial Management, Citizen Focus & Responsiveness, Team membership and leadership, Presentation skills, Computer literacy, Report writing skills.

**DUTIES:** Manage the vehicle registration and licensing processes. Manage the performance of the Agencies in accordance to the National Road Traffic Act and its Regulations. Provide Agencies support services in relation to NaTIS procurement and training of Users. Manage the registering authorities financial performance and reconciliation functions in respect of NaTIS Revenue collected. Plan the sub-directorate's budget and manage expenditure through responsible implementation of policies, practices and decisions. Manage key performance areas of the managed within the Sub-Directorate.

**ENQ: Mr. S. Mmono, Tel No.: 018 388 1123/24**



**DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING**

**POST : DEPUTY DIRECTOR: PROVINCIAL NaTIS ADMINISTRATION**

**REF. NO. : 06/2021/22**

**SALARY : Remuneration package of R744 255 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.**

**CENTER : HEAD OFFICE - MAHIKENG**

**REQUIREMENTS:** Grade 12 or equivalent, plus 3 years National Diploma/Degree in Public Administration/Management with Five to Ten (5 – 10) years' experience in the NaTIS Administration environment of which three (3) years must be at Junior Management/Assistant Director level. Certificates in Advanced Management Development programme, Systems security, and NaTIS Administration will be an added advantage. A Valid driving licence. **KNOWLEDGE:** Legislative and regulatory requirements, policies and standards relating to registration and licensing processes. NaTIS User administration processes which includes access control and security. Business and management principles involved in resource allocation, human resources modelling, leadership technique, and coordination of people and resources. **SKILLS:** Planning and Organising skills, Problem-solving & Decision-making, Communication & Information management, Budgeting & Financial Management, Citizen Focus & Responsiveness, Team membership and leadership, Presentation skills, Computer literacy, Report writing skills.

**DUTIES:** Manage the effective functionality of NaTIS. Manage the effective finalisation of transactions requested. Render NaTIS training and auditing. Manage compliance and render NaTIS security services. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of the sub-directorate goals. Plan the sub-directorate's budget and manage expenditure, through implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Manage key performance area of the managed within the Sub-Directorate.

**ENQ: Mr. S. Mmono, Tel No.: 018 388 1123/24**

**DIRECTORATE: ROAD TRAFFIC MANAGEMENT**

**POST : CHIEF PROVINCIAL INSPECTOR**

**REF : 07/2021/22**

**SALARY : R477 090 pa (SL10)**

**CENTRE : BOJANALA DISTRICT - MOGWASE STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus Relevant Tertiary Qualification. Three (3) year's 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:** ROAD TRAFFIC MANAGEMENT  
**POST :** CHIEF PROVINCIAL INSPECTOR  
**REF NO :** 08/2021/22  
**SALARY :** R477 090 pa (SL10)  
**CENTRE :** NGAKA MODIRI MOLEMA DISTRICT – MONTSHIOA STATION

**REQUIREMENTS:** Grade 12 certificate or equivalent plus Relevant Tertiary Qualification. Three (3) year's 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:** TRANSPORT TERMINAL  
**POST :** CHIEF FIRE OFFICER  
**REF NO :** 09/2021/22  
**SALARY :** R477 090 pa (SL10)  
**CENTRE :** GD MONTSHIOA AIRPORT -MAHIKENG

**REQUIREMENTS:** Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Fire Technology or related as minimum requirement. At least Three (3) to Five (5) years relevant experience in the field of Fire Fighting of which Two (2) years should be at Supervisory level. Valid Driver's license. **KNOWLEDGE:** Knowledge of Public service Act, PFMA and Public Finance Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilization and Rescue. Knowledge of Ventilation and First Aid- Resuscitation. Sound Knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using Rescue Equipment. **SKILLS:** Driving Skills. Airport Standard and requirements skill. Fire Fighting Skills. Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as Individual and as Team.

**DUTIES:** Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep Airport safe at all times. Maintain safety Awareness for Airport Users. Maintain compliance of Airport with Civil Aviation Regulation. Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.

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



**DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY**

**POST : ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT**

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

**REF. NO : 10/2021/22**

**SALARY : R382 245 pa (SL 09)**

**CENTRE : HEAD OFFICE - MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent, Three (3) year Tertiary qualification in Information Systems (IS) /Information Technology (IT) / Computer System Engineering. Three (3) to five (5) years experience in the Information Communication Technology field preferably in Business Analysis and Application development, of which two (2) years must be at supervisory level. Valid Drivers license. Understanding of information processing fundamentals and best practices. Must have knowledge of current Programming languages and Relational Database concepts. **KNOWLEDGE:** Good understanding of Government Information Communication Technology (ICT) policy framework. Good understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other relevant Government Prescripts. Ability to work independently and in a team. Knowledge of database administration, project management. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. **SKILLS:** Systems support skills. Resource management (Time, Cost, Human and Technology) skill. Team player. Good communication (written and verbal) skills. Policy formulation and implementation skills. Excellent interpersonal skill. Good customer relations. Conflict Management and Problem solving skills. **ATTRIBUTES:** Ability to work abnormal hours. Ability to adhere to response, time and deadlines. Ability to work under pressure. Ability to work independently. Willingness to travel.

**DUTIES:** Database administration: Managing SQL, install, configuring and server management. Plan, coordinate and implement security measures, and patches to safeguard the departmental database. Perform data backup and disaster recovery. Development of Information Systems. Assist with the implementation of corporate governance of information communication technology. Contribute to project initiation, scope definition and scope change control for envisaged ICT projects. Provide technical support and administration support to ICT projects. Provide Information Systems training. Manage the application development life cycle. Perform systems analysis, design and development of applications based on user requirements. Assist with the compilation of project documentation to support project processes. Manage the performance and development of staff in their immediate span of work. Track, monitor and implement audit findings related to ICT Systems. Assist with management of resources (reports). Facilitate deployment strategies for new projects, including scope and timeline. Assist with the development and implementation of the ICT Strategy. Compile specification for procurement of ICT equipments Mentor and provide skills transfer to System Users. Ensuring that ICT policies are adhered to. Perform task as shall be allocated by the Director and Deputy Director from time to time.

**Enq: Mr. S. Matlhako, Tel Nr (018) 388 5685/3697**



**DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION**  
**POST : ASSISTANT DIRECTOR-STRATEGIC PLANNING**  
**REF NO : 11/2021/22**  
**SALARY : R382 245 pa (SL 09)**  
**CENTRE : HEAD OFFICE – MMABATHO**

**REQUIREMENTS:** Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Public Administration/Management or related qualifications. At least Three (3) to Five (5) years relevant experience in Strategic Planning, Monitoring and Evaluation field of which Two (2) years should be at Supervisory level. Computer Literacy and Valid Driver's license. **KNOWLEDGE:** Knowledge of Public service Act, PFMA and Public Finance Regulations. Sound Knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the Strategic Planning process and planning cycle. **SKILLS:** Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure.

**Duties:** Facilitate and assist in the development of the Departmental Annual Performance Plan, Operational Plan and Standard Operating Procedures in line with National and Provincial Planning Frameworks. Assist with facilitation of planning sessions. Manage key performance areas of the managed.

**Enq: Ms. K Menoe Tel (018) 200 8059**

**DIRECTORATE: ROAD SAFETY MANAGEMENT**  
**POST : ASSISTANT DIRECTOR - ROAD SAFETY MANAGEMENT**  
**REF NO : 12/2021/22**  
**SALARY : R382 245 pa (SL 09)**  
**CENTRE : MAHIKENG- NGAKA MODIRI MOLEMA DISTRICT**

**REQUIREMENTS:** Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Education/Communications with Specialization in Road Safety Management/Road Traffic Safety Education or equivalent. At least Three (3) to Five (5) years experience in Road Safety Management of which Two (2) years should be at Supervisory level in Road Safety Management field. Code 08/EB Valid Driver's license. **KNOWLEDGE:** Road Safety policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. **Skills:** Meeting procedures. Presentation and coordination. Report writing. Computer Literacy.

**DUTIES:** Manage the implementation of road safety education and Promotion programs in the District. Manage the implementation of road safety education projects in the District. Manage the implementation of road safety community outreach projects in the District. Establish and maintain stakeholder relations within the District. Consolidate monthly and quarterly reports within the District. Manage key responsibility/result areas (KRAs) of staff.

**Enq: Ms. M Tshukudu Tel (018) 3819116**





**DIRECTORATE:** OPERATOR LICENSE AND PERMITS  
**POST :** ASSISTANT DIRECTOR: LICENSING ADMINISTRATION SUPPORT  
**REF. NO :** 13/2021/22  
**SALARY :** R382 245 pa (SL 09)  
**CENTRE :** HEAD OFFICE -MAHIKENG

**REQUIREMENTS:** Grade12 Certificate or equivalent, plus three (3) year National Diploma/ Degree (NQF level 6) in Transport Management environment/ Public Administration or related. Three (3) to five (5) years working experience in transport environment of which Two (2) years must be at supervisory level. Valid Driving License.  
**KNOWLEDGE:** knowledge of National Land Transport Act, Act 5 of 2009 and related pieces of legislations and appropriate regulations and relevant policies Knowledge of White paper on National Land Policy. Understanding of Public Finance Management Act. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations .**SKILLS:** Computer Literacy , Report Writing , Communications (Verbal and written), Organizing and planning , initiative and good interpersonal relationship. Must have analytical skills and the ability to work within a team and under pressure. Willingness to travel and work irregular hours. Must have good presentation skills.

**DUTIES:** Coordinate meetings for the Provincial Regulatory Entity. Provide Secretarial Services to the Provincial Regulatory Entity. Draft and Compile Reports. Provide administrative duties. Advice the Provincial Regulatory Entity and Management on Transport Issues, especially on compliance issues. Receive and process issues from the transport sector for the consideration. Manage key performance areas of the managed.

**Enq: Dr Ntlhopeng Dikobe, Tel No: (018) 381 9187**

**DIRECTORATE:** GOVERNMENT MOTOR FLEET SERVICES  
**POST :** TRADESMAN AID

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

**REF. NO :** 14/2021/22  
**SALARY :** R124 434 pa (SL 03)  
**CENTRE :** DR RUTH SEGOMOTSI MOMPATI (FLEET MANAGEMENT MAINTENANCE)

**REQUIREMENTS:** Grade 10/NQF Level 3 or equivalent, with six (6) months Trade related working experience in a Motor Mechanic workshop and/or automotive/fitment center. Ability to work under pressure and long hours.  
**KNOWLEDGE:** Basic mechanical knowledge and processes. **SKILLS:** Good communication skills, people oriented and customer focused. Public service code of conduct, good organising and time management skills, OHS Act, Labour Relation Act.

**DUTIES:** Provide assistance in the maintenance of facilities, vehicles and equipments. Assist mechanics and breakdown Driver in their daily routines. Repair, clean services and safekeeping of equipments and tools according to standards. Ensure strict adherence to safety standards and safety of others. Assist with auction and preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.

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

