



dcstm

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



## HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli Drive,  
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KG MAKAOA

### DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT – NORTH WEST VACANCY CIRCULAR NO. 03 OF 2023/2024 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.

Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, 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.

Qualifications of shortlisted candidates will be verified with SAQA. 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. **Emailed applications will not be 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 verification 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. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

**CLOSING DATE: 25/08/2023 AT 15H30**

**"Let's Grow North West Together"**



**POST : DEPUTY DIRECTOR- TRANSPORT POLICY AND RESEARCH**

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

**REF : 14/2023/24**

**DIRECTORATE : TRANSPORT PLANNING AND POLICY DEVELOPMENT**

**SALARY : Remuneration package of R958 824.00 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 three year tertiary qualification in Transport Management environment or related. Five (05) to Ten (10) years relevant work experience in Transport Management of which three (03) years must be at Junior Management level (Assistant Director) in Transport Management environment or Policy Development and Research. Project Management will be an added advantage. A valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel and PowerPoint). **KNOWLEDGE:** Extensive knowledge of National Land Transport Act, Act no 5 of 2009, Policy and Strategies. Knowledge of Public Service Act and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. **SKILLS:** General Management Skills. Project management skills. Communication skills (writing and verbal) Negotiation skills. Writing reports and presentation skills. Economic and Financial analysis skills about Transport Legislations and Policies. Ability to manage personnel as well as Government resources. Problem solving skills. Ability to maintain positive interpersonal relations and work as part of the team and as an individual. Ability to work under pressure. Willingness to travel and work irregular hours.

**DUTIES:** Manage the facilitation and coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating and evaluating Transport Legislations, Policies and Strategies. Represent the Sub -Directorate on various Committees and Task Teams in relation to the development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budget needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects. Compile monthly and quarterly reports for the sub-directorate. Written and Verbal reporting. Manage the Sub-Directorate: Transport Policy and Research.

**ENG: MR OA BAIKGAKI. TEL: 018 200 8075**



**POST : DEPUTY DIRECTOR: MONITORING AND OVERSIGHT**

**REF NO. : 15/2023/24**

**DIRECTORATE : MONITORING AND OVERSIGHT**

**SALARY : Remuneration package of R958 824.00 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 : DR RUTH SEGOMOTSI MOMPATI DISTRICT**

**REQUIREMENTS:** Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Five (5) to ten (10) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which three (3) years must be at Junior Management (Assistant Director) level. Valid Code EB (08) Driving License. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. **SKILLS:** Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management skills. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.

**DUTIES:** Civilian Oversight of the South African Police Service (SAPS): Oversee research and analyze data on Policing. Manage and Monitor transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system and conduct investigation of complaints. Manage and Monitor determination of Policing needs and priorities. Manage and Monitor of SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Manage and Monitor implementation of IPID Recommendations by the SAPS. Manage and Review Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Manage key responsibilities of Subordinates. Management of Resources.

**Enq: Ms D. Letsapa , Tel. Nr 018 200 8091/2**



**POST : DEPUTY DIRECTOR- ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT**

**REF. NO : 16/2023/24**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**

**SALARY : Remuneration package of R811 560.00 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, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Management Services/Operations Management/Administration/Public Administration/Human Resource Management/Industrial Psychology or equivalent relevant qualification. Five (5) to ten (10) years in-depth experience in the Organisational Development and Change Management environment, of which three (3) years must be at Junior Management (Assistance Director) Level. Job Evaluation and Orgplus certificates are mandatory. A driving license.

**KNOWLEDGE:** In-depth knowledge of organisational development/design; Knowledge of application of Job evaluation system and Orgplus, Procedure and methods study, Work processes and procedures, Organisational Design, Job description, Public Service Act 1994 as amended, Public Service Regulations 2016. DPSA Directive and policies on OD and Job Evaluation Processes. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service Coordinating & Bargaining Council Resolutions. Project management. White paper on transforming public service delivery. Performance Management and Development System (PMDS). **SKILLS:** Ability to formulate, interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Report writing skills. Analytical. Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Decision making skills. Ability to perform on Evaluate and Orgplus system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL, PowerPoint, Orgplus and Evaluate). Excellent communication skills (written and verbal).

**DUTIES:** Conduct work-study investigation with regard to functional organisational structure. Manage the development and review of service delivery model. Manage the design and review of organisational structure processes. Management and facilitation of job evaluation processes. Development and management of the Job descriptions database. Manage the implementation of grade progression for OSD and Non-OSD employees. Management of business process mapping and improvement processes. Monitor and evaluate the Departmental service delivery improvement plan. Monitor change management and Batho Pele programmes and development of service charter and service standard. Develop, align verify job specification in terms of CORE. Provide technical advice on matters affecting organisational structure and job design. Contribution to reports (Risk Register, operational plan, Audit committee, Annual performance plans, Procurement/Demand plan etc). Manage key result area of the managed in the sub-directorate.

**Enq; Ms VT Leteane, Tel no. 018 200 8055/56**



**POST : ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT**  
**REF NO. : 17/2023/24**  
**DIRECTORATE : MONITORING AND OVERSIGHT**  
**SALARY : R 527 298 p.a (SL 10)**  
**CENTRE : DR RUTH SEGOMOTSI MOMPATI DISTRICT X2,  
BOJANALA DISTRICT X2 AND DR KENNETH KAUNDA  
DISTRICT X 1.**

**REQUIREMENTS:** Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driving License. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. **SKILLS:** Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.

**DUTIES:** Civilian Oversight of the South African Police Service (SAPS): Supervise and conduct research and analyze data on Policing. Supervise and monitor transformation of the SAPS. Monitor SAPS infrastructure development plan. Receive and conduct investigation of service delivery related complaints. Conduct determination of Policing needs and priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor implementation of IPID Recommendations by the SAPS. Participate in the review of the Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Supervise key responsibilities of Subordinates. Management of Resources.

**Enquiries: Ms D. Letsapa , Tel. Nr 018 200 8091/2**



**POST : ASSISTANT DIRECTOR-(WHITE FLEET ADMINISTRATION)**  
**REF. NO :18/2023/24**  
**DIRECTORATE : GOVERNMENT MOTORFLEET**  
**SALARY : R527 298 p.a (SL 10)**  
**CENTRE : DR KENNETH KAUNDA DISTRICT GOVERNMENT GARAGE**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Transport Management/Public Management/Administration. Three (3) to five (5) relevant working experience in Fleet Administration/Maintenance Management/Administration of which two (2) years must be at supervisory level. Unendorsed Driver's license. **KNOWLEDGE:** In-depth knowledge of Transport legislation and handbook. Public Service Policies and Regulations. Knowledge of fleet management. Basic mechanical knowledge. Knowledge of Public Financial Management Act. Performance Management Development System. **SKILLS:** Computer literacy in Ms Office (Word and excel) Good interpersonal relationship skills. Good communication skills. Report writing skills. Basic accounting skills. Ability to work 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 vehicle auction sale. Ensure the compilation of monthly expenditure reports and their submission. Ensure all files are in order for fuel/maintenance. Manage the key responsibility areas of the managed.

**Enq; Ms S. Abdool Gany Tel 018 2936680/81**



**POST** : ASSISTANT DIRECTOR (INTERNAL REGISTERING AUTHORITY)  
**REF** : 19/2023/24  
**DIRECTORATE** : TRANSPORT ADMINISTRATION AND LICENSING  
**SALARY** : R 527 298 p.a (SL10)  
**CENTRE** : HEAD OFFICE

**REQUIREMENTS:** Grade 12 Certificate plus three (3) year National Diploma/Bachelor Degree in Public Administration or Management/Financial Management. Three (3) to Five (5) years' working experience in **NaTIS Motor Vehicle Administration environment**, of which two (2) years must be at supervisory level. Unendorsed driving Licence.

**KNOWLEDGE:** Knowledge and understanding of the Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and Performance management development system. **SKILLS:** Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and Problem solving. Good interpersonal relationship. Ability to work in a team as well as independently. Customer oriented and initiative

**DUTIES:** Manage the administration of registration and licensing of motor vehicle. Administer and facilitate collection of revenue of registration and licensing of motor vehicles. Manage and coordinate procurement of necessary equipment's, stationery and cleaning materials for registering authorities. Provide support to registering authorities in relation to NaTIS procurement and training users. Ensure compliance to relevant legislation. Manage key performance areas of the managed within the sub-directorate and registering authorities.

**Enq: Ms L Segopolo, Tel Nr: 018 388 1231**



**POST : ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER**

**REF : 20/2023/24**

**DIRECTORATE : TRANSPORT TERMINALS**

**SALARY : R 527 298 p.a (SL10)**

**CENTRE : MAHIKENG AIRPORT (GD MONTSHIWA )**

**REQUIREMENTS:** Grade 12 plus a three (3) year tertiary qualification in Safety Management/Transport Management/Environmental Management. Minimum of 03 years working experience in safety environment valid Code 08 drivers license **KNOWLEDGE:** Knowledge of all applicable legislation, policies and prescripts that apply to South African Civil Aviation Authority Safety. Public Financial Management Act and Public Service Act and Regulations. **SKILLS:** Good communication skills (written & verbal) A sound computer literacy knowledge in microsoft word, excel, presentation and report writing skills, good organizational and planning skills and conflict resolution skills.

**DUTIES:** Planning, organizing, administration and implementation of the airport safety program, monitoring of safety issues, provision of safety education, investigating of incidents and accidents, conducting inspections on personnel and facilities to assess safety, Co-ordination of safety plan with other stakeholders/agencies affiliated to the airport, Responsible for safety awareness within the airport, Review all safety hazards, receive all safety feedback and evaluate with management, Implementing corrective measures on all safety issues, Writing monthly reports regarding safety issues/program to the airport manager

**ENQUIRIES : MS MM NELSON ,TEL (018) 3851027**

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**POST : CHIEF FIRE OFFICER**

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

**REF : 21/2023/24**

**DIRECTORATE: TRANSPORT TERMINALS**

**SALARY : R 527 298 p.a (SL10)**

**CENTRE : MAFIKENG AIRPORT (GD MONTSHIOA )**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus appropriate recognised three years Bachelor's Degree/ National Diploma in Fire Technology or relevant as minimum requirement. At least three years relevant experience in the field of fire fighting of which two years should be at supervisory level. Valid drivers license. **KNOWLEDGE:** knowledge of Public Service Act, Public Finance Management Act and Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilisation 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 requirement 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 a team. **DUTIES:** Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep airport safe at all times. Maintain safety awareness of 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: M Nelson ,TEL 0183851027**



**POST : ASSISTANT DIRECTOR –AIRPORT SECURITY MANAGER**

**REF. NO : 22/2023/24**

**DIRECTORATE : TRANSPORT TERMINALS (AIRPORT)**

**SALARY : R 527 298 p.a (SL10)**

**CENTRE : PILANESBURG AIRPORT**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. Appropriate recognized three-year Diploma/Degree in Aviation Security (AVSEC) coupled with three (3) years' experience at a supervisory level within the Aviation Security environment. Computer Literacy. Driver's License. No Criminal record (proof to be attached). **KNOWLEDGE:** Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. **SKILLS:** Must have a clear understanding of Customer Relations in the Aviation Sector. Manage threats against civil aviation facilities. Must have willingness to work long and irregular hours. Good communication skills and Co-ordinating skills. Planning and organizing skills.

**DUTIES:** Establishment of security programs. Make standards operating procedures and strike Action plan. Advice and give direction on security related matters. Customer care and manage contracted security. Manage all threats against the Civil Aviation related Activities. Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. Conduct Landside and Airside induction training. Manage all access control points. Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). Serve as a chairperson of Local Aviation Security Committee (LASC).

**Enq: M Padi , 014 5521261**



**POST : ASSISTANT DIRECTOR COMMUTER SUBSIDIES**

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

**REF.NO : 23/2023/24**

**DIRECTORATE : PUBLIC TRANSPORT SERVICES**

**SALARY : R 527 298 p.a (SL10)**

**CENTRE : MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus three-year National Diploma/Degree in Transport Management. Three years working experience in Public Transport Environment of which two years is for Supervisory level. 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, Organising, 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:** Administer commuter subsidies and contracts including monitoring of commuter operations. Liaise with commuter subsidies operators and other stakeholder. Budget management, attend monthly project meetings and render oversight functions to the monitoring firms. Verify spreadsheets for commuter services. Manage performance of personnel within the unit.

**ENQ: DR OA Baikgaki 0182008319/8089**



**POST : CHIEF PROVINCIAL INSPECTOR**  
**REF. NO : 24/2023/24**  
**DIRECTORATE : LAW ENFORCEMENT**  
**SALARY : R527 298 p.a (SL 10)**  
**CENTRE : TAUNG TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. Basic Traffic Diploma. Three year National Diploma/Bachelor's Degree or Relevant equivalent qualification. 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 and completion of law enforcement documents. Public Service Policies and Regulations. Knowledge of Public Financial Management Act. Performance Management Development System. **SKILLS:** Computer literacy. Records management. Customer relationship management. Planning, organising, leading and 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. Manage the key responsibility areas of the managed.

**Enq; Mr PJ. Stone, Tel Nr 018 3819110/9104**



**POST : CHIEF PROVINCIAL INSPECTOR X2**

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

**REF. NO : 25/2023/24**

**DIRECTORATE : LAW ENFORCEMENT**

**SALARY : R527 298 p.a (SL 10)**

**CENTRE : MONTSHIOA TRAFFIC STATION AND MOGWASE TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. Basic Traffic Diploma. Three year National Diploma/Bachelor's Degree or Relevant equivalent qualification. 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 and completion of law enforcement documents. Public Service Policies and Regulations. Knowledge of Public Financial Management Act. Performance Management Development System. **SKILLS:** Computer literacy. Records management. Customer relationship management. Planning, organising, leading and 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. Manage the key responsibility areas of the managed.

**Enq; Mr PJ. Stone, Tel Nr 018 3819110/9104**



**POST : ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT**

**REF : 26/2023/24**

**DIRECTORATE : SUPPLY CHAIN MANAGEMENT**

**SALARY : R424 104.00 pa (SL 09)**

**CENTER : HEAD OFFICE**

**REQUIREMENTS:** Grade12 certificate or equivalent plus three (3) year National Diploma/Bachelor Degree in Supply Chain Management, Logistics Management, Public Administration or Management/ Financial Management. Valid Drivers Licence, Walker Bas Certificate is mandatory, three (3) to five (5) years' experience in Logistics Management, of which two (2) years must be at supervisory level.

**KNOWLEDGE:** Knowledge of Supply Chain Management Prescripts. \*(BBBEE), Broad Based Black Economic Empowerment Act 53 of 2003. (PPPFA) Preferential Procurement Policy Framework Act 5 of 2000, (PFMA), Public Financial Management Act of 1999 as amended, 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:** Manage Logistics Management Unit, approved orders as per departmental financial delegations, Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for the purpose of monitoring open orders. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/ store items. Establish and maintain effective, efficient and transparent procurement system within the department. Verify SCM compliance on VA2's/ Requisition Control form. Ensure proper implementation of effective and efficient Supply Chain Management procedures and policies. Prepare responses to internal and external auditors. Preparation of monthly reports. Manage key responsibilities of the Logistics Management unit.

**Enquiries: Mr MI Lempe Tel: 018 200 8088**



**POST : ASSISTANT DIRECTOR: CREDITORS PAYMENT**

**REF : 27/2023/24**

**DIRECTORATE : FINANCIAL ACCOUNTING**

**SALARY : R424 104 pa (SL 9)**

**CENTER : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years appropriate Degree/National Diploma in Accounting/Financial Management/Cost and Management Accounting. Three to five years (3 – 5) experience in Public Services Creditors Payments of which two (2) years must be at supervisory level. **KNOWLEDGE:** Extensive knowledge in WALKER –BAS system and BAS system(Reporting), Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain processes are essential. Ability to apply and interpret financial prescripts and reports. **SKILLS:** Computer skill (MS Word, Excel and Power point), report writing and numerical skills. Presentation skills. Communication skills (verbal and written communication). Self-motivated, honest, teamwork and problem solving.

**DUTIES:** Perform monthly reconciliations of Creditors. Ensure timeous payment to creditors (30 days term). Check compliance and verify accuracy, validity, completeness and authorisation of invoices and claims. Authorise entities and resolve unpaid transactions into BAS system. Resolve Walker payments interface errors. Financial Reporting. Communicate financial information to Program Managers (includes Accruals and Payables to Financial Statements). Management of performance of contracts. Overall supervision of the Unit.

**ENQ: MS K Tswaile, TEL NO: 018 200 8144**

A handwritten signature in black ink, appearing to be 'B. M. Tswaile', is located to the right of the contact information.

**POST : ASSISTANT DIRECTOR: BANK RECONCILIATION AND CASH FLOW MANAGEMENT**

**REF : 28/2023/24**

**DIRECTORATE : MANAGEMENT ACCOUNTING**

**SALARY : R424 104 pa (SL 9)**

**CENTER : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (3) years appropriate Bachelor's Degree/National Diploma in Accounting/Auditing/Financial Management. Three to five years (3 – 5) experience in within the Financial Management field, within budget and cash flow environment with two (2) years' experience at supervisory level. **KNOWLEDGE:** Extensive knowledge in BAS system, Public Finance Management Act (PFMA), Treasury Regulations are essential. Ability to apply and interpret financial prescripts and reports. **SKILLS:** Computer skill (MS Word, Excel and Power point), report writing and numerical skills. Presentation skills. Communication skills (verbal and written communication). Self-motivated, honest, teamwork and problem solving.

**DUTIES:** Coordination of the departmental annual cash flow processes. Prepare and submit monthly cash flow requests. Monitoring of the departmental bank account. Prepare and compile inputs into the Annual Financial Statements. Clearing of suspense accounts. Resolve unpaid transactions , interface errors into BAS system. Monthly Bank reconciliation , exchequer grant and fund requisition. Management of the departmental petty cash processes. Provide support during the audit process by providing information and attend queries raised by the auditors. Manage the key responsibilities of the subordinates.

**ENQ: MS L MOTSHUMI, TEL NO: 018 200 8175**

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**POST : TRAINING OFFICER – FIRE SERVICES (One year Contract).**

**REF NO. : 29/2023/24**

**DIRECTORATE : TRANSPORT TERMINALS**

**SALARY : R 359 517 p.a (SL 8)**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Demonstration with documentation a thorough training on Fire Prevention Management. Minimum of Two Years of experience in the fire services. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License. **KNOWLEDGE:** Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. **Skills:** Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.

**Duties:** Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel.

Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.

**ENQUIRIES: Mr Mogomotsi Padi. TEL: (014) 552 1261**



**POST : FIRE PREVENTION OFFICER (One year contract)**

**REF NO. : 30/2023/24**

**DIRECTORATE : TRANSPORT TERMINALS**

**SALARY : R 359 517 p.a (SL 8)**

**CENTRE : GD MONTSHIWA AIRPORT**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Hazmat Awareness and Hazmat Operations. Minimum of Two Years of experience in the Fire and Rescue Services field. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License.

**KNOWLEDGE:** Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. **Skills:** Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.

**Duties:** Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel.

Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.

**ENQUIRIES: Mr Shole. TEL: (018) 200 8075/8139**

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**POST : ENVIRONMENTAL MANAGEMENT OFFICER (One year contract)**

**REF NO. : 31/2023/24**

**DIRECTORATE : TRANSPORT TERMINALS**

**SALARY : R 310 767.00 (OSD NOTCH)**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. National Diploma/Bachelor Degree in Environmental Management/Natural Sciences. Minimum of Two Years' experience in Environmental Management will be an added advantage. A valid Driver's License. **KNOWLEDGE:** Knowledge and understanding of Environmental Management. Familiar with Environmental Auditing Principles. **Skills:** Good communication skills (written and verbal). Problem solving, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.

**Duties:** Ensure the development and smooth running of airport environmental management program. Develop and Manage Aspects and Impacts Register.

Ensure that EMPr(s) are implemented and maintained according to the aerodrome's environmental management activities. Ensure compliance with CAR: Part 139.20.19, 139.20.20 and 139.20.23. Conduct regular site inspections to identify environmental hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance. Develop policies, procedures, and guidelines for the airport operations such as data management or safety procedures.

**ENQUIRIES: Mr Bakang Matilo. TEL: (014) 552 1261**



**POST : ARTISAN PRODUCTION GRADE A**

**REF. NO : 32/2023/24**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**

**SALARY : R 220 533.00 (OSD)**

**CENTRE: : BOJANALA**

**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 J. Leeuw: Tel No. 014 523 5727**

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**POST : SENIOR TRAINING OFFICER**  
**REF NO : 33/2023/24**  
**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**  
**SALARY : R 359 517 p.a (SL 8)**  
**CENTRE : HEAD OFFICE**

**REQUIREMENT:** Grade 12 certificate or equivalent plus three (03) years National Diploma/Degree in Human Resources Development/Human Resources Management or related qualification and PERSAL certificate (Personnel Administration) is mandatory. Two (02) to Five (05) years' experience in training and development/HRD. **KNOWLEDGE:** Sound knowledge of skills development and public service legislations and framework. **SKILLS:** Computer skills (Ms Word, Excel, Power Point). Proven skills in respect of 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 driving licence and willingness to travel.

**DUTIES:** Facilitate the development and effect implementation of Workplace Skills Development (WSP) and departmental training plans. Coordinate departmental training programmes. Coordinate departmental internship, work integrated learning, learnership and mentorship programmes. Conduct workshops, departmental inductions and orientation programmes. Implement and facilitate Compulsory Induction programme to new entrants into Public Service. Administer departmental full time and Part-time bursaries, 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. Manage key responsibility area of staff.

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



**POST : SENIOR PERSONNEL PRACTITIONER –CONDITION OF SERVICE**

**REF NO : 34/2023/24**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**

**SALARY : R 359 517 p.a (SL 8)**

**CENTRE : HEAD OFFICE-MMABATHO**

**REQUIREMENT:** Grade 12 certificate or equivalent plus three (03) years National Diploma/Degree in Human Resource Management/Public Administration/Public Management with two (2) to five (5) years working experience in the spheres of HRM. PERSAL certificate (Persal Personnel Administration and leave administration) is mandatory. Experience in the various disciplines related to HR (Conditions of service and Remunerations). **KNOWLEDGE:** knowledge of HR policies, determination of leave of absence in the public service, and application in terms relevant Legislative Framework (i.e Public Service Act, Public Service Regulations). **SKILLS:** Computer skills (Ms Word, Excel, Power Point). Supervisory skills. Good communication skills (verbal and written). Good interpersonal relations. Ability to work under pressure. Report writing skills. Presentation skills. Ability to interpret directives. Ability to work in a team and independently and maintain confidentiality.

**DUTIES:** Management of leave of absence. Management of employee's service benefits and allowances. Administer payment of pension benefits. Attend to conditions of service Audit exceptions. Ensure compliance in terms of PERSAL functionalities and procedures. Attend to any other activities assigned by supervisor. Facilitate workshops on condition of service. Compile weekly, monthly and annual reports. Management of performance of personnel and development.

**Enq: Ms K Makaota, Tel Nr. (018) 200 8258**

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**POST** : **PRINCIPAL PROVINCIAL INSPECTOR X2**  
**REF. NO** : **35/2023/24**  
**DIRECTORATE** : **LAW ENFORCEMENT**  
**SALARY** : **R359 517 p.a (SL 8)**  
**CENTRE** : **RUSTENBURG TRAFFIC STATION X1, KOSTER TRAFFIC STATION X1.**

**REQUIREMENTS:** Grade 12 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 regards 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 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: Tel No. Mr P J STONE, Tel. Nr. (018) 381 9110/9104**



**POST : PRINCIPAL PROVINCIAL INSPECTOR**  
**REF. NO : 36/2023/24**  
**DIRECTORATE : LAW ENFORCEMENT**  
**SALARY : R359 517 p.a (SL 8)**  
**CENTRE : CHRISTIANA TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 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 regards 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 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: Tel No. Mr P J STONE, Tel. Nr. (018) 381 9110/9104**





**POST** : **PRINCIPAL PROVINCIAL INSPECTOR**  
**REF. NO** : **37/2023/24**  
**DIRECTORATE** : **LAW ENFORCEMENT**  
**SALARY** : **R359 517 p.a (SL 8)**  
**CENTRE** : **WOLMARANSTAD TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 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 regards 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 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: Tel No. Mr P J STONE, Tel. Nr. (018) 381 9110/9104**



**POST : SENIOR ADMINISTRATIVE OFFICER (REGISTERING AUTHORITIES) X3**

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

**REF : 38/2023/24**

**DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING**

**SALARY : R359 517 p.a (SL 08)**

**CENTRE : MOGWASE , TAUNG , PHOKENG**

**REQUIREMENTS:** Grade 12 Certificate plus NaTIS Registration Certificate, three (3) Degree/National Diploma in Public Management / Public Finance Management or related. two (2) to five (5) years' working experience in **NaTIS Motor Vehicle Administration environment**. Valid driving Licence.

**KNOWLEDGE:** Knowledge of Public Finance Management Act. National Road Traffic Act. Treasury Regulations, and other Public Service related legislations. **SKILLS:** Good Communication (Verbal and written). Report writing. Computer Literacy skills. Presentation skills and Problem solving. Good interpersonal relationship. Decision making skills. Planning and organising skills. Ability to work in a team as well as independently.

**DUTIES:** Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance the customers and other NaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected/drop box slips/debit cards against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds are safely kept during the day. Check transactions documents performed by cashiers against the system generated information report (RD324). Account for all Face Value Documents. Ensure compliance to NRTA 93 of 1996 and Help Desk Procedure-Minimum Requirements for Sensitive Transaction (RT1194KA). Ensure that the necessary equipment's, stationary and cleaning materials are available at all times. Compile monthly reports. Manage the performance development of staff members in the unit.

**Enq: Ms L SEGOPOLO, Tel Nr: 018 388 1231**



**POST** : **ADMINISTRATION OFFICER**  
**REF NO.** : **39/2023/24**  
**DIRECTORATE** : **MONITORING AND OVERSIGHT X3**  
**SALARY** : **R 294 321 p.a (SL 7)**  
**CENTRE** : **DR RUTH SEGOMOTSI MOMPATI X1, BOJANALA X1**  
**DR KENNETH KAUNDA X 1**

**REQUIREMENTS:** Grade (12) certificate or equivalent plus three (3) years National Diploma/Degree in Administration/Management or related qualification. Valid Code EB (08) Driving License. **KNOWLEDGE:** Civilian Secretariat for Police Service Act. South African Police Services (SAPS) Act. Independent Police Investigative Directorate Act. SAPS Transformation Policies. National Crime Prevention Strategy. Performance and Human Resource Management Policies, intensive administrative skills and understanding reporting procedure and Departmental mandate. **SKILLS:** Computer literacy. Monitoring and Oversight. Conflict Management skills. Communication skills (verbal and written). Organizing and planning. Report writing. Initiative and good interpersonal relationship. Ability to work under pressure and long hours. Ability to interpret policies. Ability to function independently and as a team. Problem solving skills and decision making. Project skills.

**DUTIES:** Provide administration to the sub-directorate. Record, organize, store, capture and retrieve correspondence and data line function. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component by maintaining a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.

**Enquiries: Ms D. Letsapa, Tel. Nr 018 200 8091/2**

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**POST : SUPPLY CHAIN PRACTITIONER (DEMAND MANAGEMENT)**

**REF : 40/2023/24**

**SALARY : R294 321 p.a (SL 07)**

**DIRECTORATE : SUPPLY CHAIN MANAGEMENT**

**CENTER : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent and three years National Diploma (NQF level 6) /Degree in Supply Chain Management/ Public Administration /Public Management/Logistics Management Valid drivers licence. **KNOWLEDGE:** Public Service Regulation and other relevant prescripts. Knowledge in PFMA, PPPFA, BBBEA and codes of Good Practice. Knowledge of Treasury Regulations, SCM Practice notes, Knowledge of Central Supplier Database (CSD). Knowledge of Batho Pele Principles. **SKILLS:** Computer literacy, Good interpersonal relation skills. Presentation skill. Report writing skill. Facilitating skill

**DUTIES:** Verify compliance of suppliers on Central Supplier database (CSD). Verify the request for goods and services against the approved demand management plan and Procurement plan. Conduct market, industry and commodity analysis. Serve as secretariat of Bid Specification Committee. Attend the preliminary meetings prior events and assist in facilitation of Demand processes. Execute any task that can be allocated.

**Enq: Ms IM Marumo Tel no. 018 200 8363**

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**POST : ADMINISTRATION OFFICER –EVALUATION**

**REF : 41/2023/24**

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

**SALARY : R294 321 p.a (SL 07)**

**CENTER : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent plus three (03) years National Diploma/Degree in Public Management/Social Sciences or related. A Valid driving licence. **KNOWLEDGE:** Knowledge in National Monitoring and Evaluation Frameworks. Knowledge and understanding of the regulatory framework for the Public Service eg Public Finance Management Act (PFMA). Treasury regulations. Constitution of the Republic of South Africa. Public Service Regulations Code of Conduct. Labour Relation Act, Basic Condition Employment Act. Service Delivery Framework (Batho pele). Knowledge in administrative procedures and systems. **SKILLS:** Advanced computer skills in integrating and managing datasets, data analysis and using data analysis tools E.G STATA/SPSS. Data visualisation listening skills. Presentation skills. Analytical thinking. Interpersonal relations. Computer literacy. Time management. Report writing skills. Communication skills. Facilitating skill.

**DUTIES:** Provide administrative support in the implementation of research and evaluations and the development of the research and evaluation system. This entails supporting the senior Administration Evaluation Officer through project management of specific evaluation assignments and undertaking collection and analytical activities for research and evaluations, supporting the review of research and evaluation concept notes and other related documents and support the monitoring improvement plans.

**Enq: Mr M.J Moiloa, Tel no. 018 200 8376/8060**



**POST** : **SENIOR PROVINCIAL INSPECTOR X2**  
**REF. NO** : **42/2023/24**  
**DIRECTORATE** : **LAW ENFORCEMENT**  
**SALARY** : **R294 321 p.a (SL 7)**  
**CENTRE:** : **TAUNG TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent 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 regards 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. 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: Tel No. Mr P J STONE, Tel.Nr.(018) 381 9110/9104**



**POST** : SENIOR PROVINCIAL INSPECTOR X7  
**REF. NO** : 43/2023/24  
**DIRECTORATE** : LAW ENFORCEMENT  
**SALARY** : R294 321 p.a (SL 7)  
**CENTRE:** : BAPONG TRAFFIC CONTROL CENTER X3,  
MOGWASE TRAFFIC STATION X3, RUSTERNBURG  
TRAFFIC STATION X1.

**REQUIREMENTS:** Grade 12 certificate or equivalent 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 regards 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. 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: Tel No. Mr P J STONE, Tel.Nr.(018) 381 9110/9104**



**POST : SENIOR PROVINCIAL INSPECTOR X2**  
**REF. NO : 44/2023/24**  
**DIRECTORATE : LAW ENFORCEMENT**  
**SALARY : R294 321 p.a (SL 7)**  
**CENTRE: : DITSOBOTLA TRAFFIC STATION, MAHIKENG TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent 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 regards 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. 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: Tel No. Mr P J STONE, Tel. Nr. (018) 381 9110/9104**





**POST : STATE ACCOUNTANT (NaTIS REVENUE RECONCILIATION)**

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

**REF : 45/2023/24**

**DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING**

**SALARY : R294 321 p.a (SL 07) RE-ADVERT**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. Three (3) years National Diploma/Bachelor Degree in Financial Management/Financial Accounting or related. Valid Driving Licence **KNOWLEDGE:** Knowledge and understanding of the Public Finance Management Act, Treasury Regulations. National Traffic Information System and other Policies and other relevant prescripts. **SKILLS:** Good Communication, Ability to work under pressure, Problem solving and decision making, Report writing and Computer Literacy skills.

**DUTIES:** Generate Natis revenue reports (RD323). Review daily NaTIS revenue reconciliation of accounts and updates progress report. Compile report on outstanding Natis Revenue. Verify receipts against bank statements and prepare weekly and monthly reports. Monitor and manage filling of NaTIS revenue documents. Supervise Natis revenue personnel performance in the division. Provide assistance to audit process in relation to revenue receipts and listing.

**Enq: Ms E Leeuw, Tel Nr: 018 388 1109**

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**POST** : ROAD SAFETY OFFICER  
**REF** : 46/2023/24  
**DIRECTORATE** : ROAD SAFETY MANAGEMENT  
**SALARY** : R294 321 p.a (SL 7)  
**CENTRE** : NGAKA MODIRI MOLEMA DISTRICT

**REQUIREMENTS:** Grade 12 Certificate or equivalent. Three (3) years National Diploma/Bachelor Degree in Education/Communications with specialization in Road Safety Management/Road Traffic Safety Education or equivalent. Code 08/EB Driver's License. **KNOWLEDGE:** Knowledge Road Safety Education policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the Current School Curriculum. **SKILLS:** Computer literacy. Proven administrative. Good Communication. Report writing and negotiation skills. The ability to interact professionally and effectively with diverse stakeholders meeting procedures. Presentation and coordination skills.

**Duties:** Implementation of Road Safety Education Programmes and projects. Implementation of road safety awareness campaigns and community engagement projects . Identify and analyse road safety needs within the Sub District. Identify and interact professionally and effectively with diverse stakeholders within the Sub District.

**Enq: Ms M. Tshukudu: Tel No. 018 38119118**

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**POST : HUMAN RESOURCE CLERK (PMDS)**

**REF : 47/2023/24**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**

**SALARY : R202 233 p.a (SL 05)**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Knowledge of Performance of Management Development System administration. Relevant Prescripts for the said working environment. **SKILLS:** Computer skills. Planning and Organising. Good interpersonal relationship skills. Team work reliability. Flexibility. Good verbal and written communication skills and Team work.

**DUTIES:** Compile logistical arrangements for the PMDS Training and Moderation sittings. Record all the moderated assessment reports on the register for further filling by the Registry. Perform all administrative duties related to the PMDS. Assist in compiling the moderation reports. Take the minutes during the moderation sittings including the PMDS Sectional meetings. Assist on the confirmation of probations.

**Enq: Ms. M. Gae , Tel Nr. (018) 2008257**

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**POST** : ADMINISTRATION CLERK X2

**REF NO** : 48/2023/24

**DIRECTORATE** : OPERATOR LICENSE AND PERMIT

**SALARY** : R202 233 p.a (SL5)

**CENTRE** : NGAKA MODIRI MOLEMA

**REQUIREMENTS:** Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts. Administration and clerical procedures and systems. Applicable information management system. **SKILLS: Communication skills** Computer literacy. Ability to implement Public Transport Policies accordingly. Ability to work under pressure. Reporting writing skills. Ability to interact with people. Ability to perform individually and as a team.

**DUTIES:** Receiving applications for different services. Verifying required documents. Receiving revenue from applicants. Capturing applications into the OLAS system. Issuing of receipts and compilation of financial reports. Registration of received applications. Issuing Operator Licenses. Perform general Administrative duties.

**Enq: Ms. B. Bopalamo, Tel Nr. (018) 3885314/16**



**POST : ADMINISTRATION CLERK-LAW ADMINISTRATION**

**REF NO : 49/2023/24**

**DIRECTORATE : TRAFFIC LAW ADMINISTRATION**

**SALARY : R202 233 p.a (SL5)**

**CENTRE : HEAD OFFICE**

**REQUIREMENTS:** Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Knowledge of Natis and abnormal load permit. Administration and clerical procedures and systems. **SKILLS: Communication skills** Computer literacy. Ability to work under pressure. Reporting writing skills. Ability to interact with people. Ability to perform individually and as a team.

**DUTIES:** Issuing of abnormal load permit applications. Registration of authorized officers and examiners. Registration of manufacture builder and importer. Administration of driver's license queries on Natis system. Perform general administration support. Compiling monthly report.

**Enq: Ms. S. Magomotso , Tel Nr. (018) 3819159**



**POST : ADMINISTRATION CLERK X2**  
**REF NO : 50/2023/24**  
**DIRECTORATE : LAW ENFORCEMENT**  
**SALARY : R202 233 p.a (SL5)**  
**CENTRE : LEHURUTSHE TRAFFIC STATION, DELAREYVILLE TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. No experience required . **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Mr Ntamu Tel Nr. (018) 381 9184**

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**POST : ADMINISTRATION CLERK X2**

**REF NO : 51/2023/24**

**DIRECTORATE : LAW ENFORCEMENT**

**SALARY : R202 233 p.a (SL5)**

**CENTRE : WOLMARANSTAD TRAFFIC STATION , POTCHEFSTROOM  
TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. No experience required . **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Mr Coodi, Tel Nr. (018) 293 7660/6540**

A handwritten signature in black ink, appearing to be 'B. P. M. A.', is located in the lower right quadrant of the page.

**DIRECTORATE** : LAW ENFORCEMENT  
**POST** : COMMERCIAL CLEANER  
**REF. NO** : 52/2023/24  
**SALARY** : R125 373 p.a (SL 2)  
**CENTRE:** : TRAFFIC LAW ADMINISTRATION X1 AND  
DITSOBOTLA TRAFFIC STATION X1.

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipment 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, hardworking, trustworthy and able to work as a team.

**DUTIES:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirty baskets, dust offices, replenish accessories, Washing the towels, preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guest

**Enq: Tel No. Mr S. Khonkhobe, Tel. Nr. (018) 200 8102**

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**POST** : **COMMERCIAL CLEANER**  
**REF. NO** : **53/2023/24**  
**DIRECTORATE** : **TRANSPORT ADMIN AND LICENSING**  
**SALARY** : **R125 373 p.a (SL 2)**  
**CENTRE:** : **DR RUTH SEGOMOTSO MOMPATI**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipment 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, hardworking, trustworthy and able to work as a team.

**DUTIES:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirty baskets, dust offices, replenish accessories, Washing the towels, preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guest

**Enq: Tel No. Mr S Khonkhobe, Tel. Nr. (018) 200 8102**



**POST : COMMERCIAL CLEANER**

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

**REF. NO : 54/2023/24**

**DIRECTORATE : TRANSPORT ADMIN AND LICENSING**

**SALARY : R125 373 p.a (SL 2)**

**CENTRE: : MAHIKENG TRAFFIC STATION**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipment 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, hardworking, trustworthy and able to work as a team.

**DUTIES:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirty baskets, dust offices, replenish accessories, Washing the towels, preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guest

**Enq: Tel No. Mr S Khonkhobe, Tel. Nr. (018) 200 8102**

