



dcstm

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



HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.03 OF 2022/23 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258

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.

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 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: 03/03/2023 AT 15H30

"Let's Grow North West Together"



POST : DIRECTOR-TRANSPORT PLANNING

REF.NO : 71/2022/23

DIRECTORATE : TRANSPORT PLANNING

SALARY : Remuneration package of R1105 383.00 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate* A relevant (NQF level 7) qualification in Transport Management or any relevant qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at middle management within the Transport Environment. *Valid driving license. Computer literacy. Project management and Policy formulation will be a strong recommendation.

KNOWLEDGE: Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and policy development.

SKILLS: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Analytical skills, problem solving and the ability to work independently and under pressure. People management and empowerment. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.

DUTIES: Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy, National Land Transport Acts and strategies. Manage the development and implementation of Provincial Transport Policy, Legislations, strategies and coordination of Transport Planning processes of all modes of transport. Manage the coordination of transport initiatives at Municipalities level. Contribute to National Policy Framework for the Transport sector. Manage and review application for Integrated Plans of municipalities and make final recommendations. Perform oversight over transport governance structures and usage of inland waterways transportation. Provide strategic Leadership.

ENQUIRIES: M Dayel Tel 018 200 8028/9



POST : DEPUTY DIRECTOR: SCHOLAR TRANSPORT

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

CHIEF DIRECTORATE : TRANSPORT OPERATIONS

REF. NO : 72/2022/23

SALARY : Remuneration package of R908 502.00 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 three (3) year's National Diploma or Bachelor's Degree in Transport Management environment. Five (5) to Ten (10) years' experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver's license. **KNOWLEDGE:** Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. **SKILLS:** Planning, organizing, report writing, communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.

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

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



POST : DEPUTY DIRECTOR – COMMUTER SUBSIDIES

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

REF. NO : 73/2022/23

DIRECTORATE : PUBLIC TRANSPORT SERVICES

SALARY : Remuneration package of R908 502.00 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 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years' experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. **KNOWLEDGE:** Extensive knowledge of Public Finance Management Act, 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. Quantitative Techniques (Econometric Modeling). **SKILLS:** Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

DUTIES: Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

Enq: Mr. P. Mohono, Tel Nr. (018) 200 8086



**POST : DEPUTY DIRECTOR-PROVINCIAL REGULATORY ENTITY
FIVE (5) YEARS CONTRACT POST**

REF : 74/2022/23

DIRECTORATE : OPERATOR LICENSE AND PERMITS

NB: THIS APPOINTMENT WILL BE AS PER PROVISIONS OF SECTION 23 OF THE NATIONAL LAND TRANSPORT ACT NO.5 OF 2005.

SALARY : Remuneration package of R908 502.00 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 Certificate. A Three (3) year Tertiary Qualification in the Transport Environment or related coupled with a minimum three (3) to five (5) Junior Management experience within the Public Service. Valid Driving License. Computer Literacy. **SKILLS:** Public Transport prescripts and legislations. People management. Report writing. Investigations skills. Interpersonal relations. Conflict management and problem-solving skills. Presentation and facilitation.

DUTIES: Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licences. Advising Management on developing Regulations relating to Public Transport and operations services. Report on non-compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

Enq: Ms. B. Bopalamo (018) 3885314/16



POST : DEPUTY DIRECTOR ICT INFRASTRUCTURE SUPPORT

REF. NO : 75/2022/23

DIRECTORATE : INFORMATION COMMUNICATION TECHNOLOGY

SALARY : Remuneration package of R766 584.00 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: Matric/ Grade 12 or equivalent Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification. Five (5) and Ten (10) years working experience of which three (3) years working experience at an Assistant Director level. A valid South African driver's license is a prerequisite. Willingness to travel is essential. **KNOWLEDGE:** Knowledge of Public Service prescripts and legislations relating to ICT Infrastructure Support. **SKILLS:** Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines. Knowledge of Corporate governance of ICT policy framework and ICT Security Policy.

DUTIES: Manage the maintenance of ICT Infrastructure. Manage ICT Service Desk and Technical support. Manage ICT Transversal Applications support. Manage Information Management and Information Technology Risk. Recommend and assist with the acquisition, management and use of computing resources. Manage the ICT desktop hardware and equipment inventory audits. Provide 2 Information Management and Information Communication Technology Security management Manage the provision of technical support. Ensure effective management of Human Resource in the Sub-Directorate.

ENQUIRIES: MR S. MATLHAKO Tel. 018 388 3697



POST : ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER

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

REF : 76/2022/23

DIRECTORATE : OFFICE OF THE EXECUTIVE AUTHORITY

SALARY : Remuneration package of R766 584.00 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 certificate or equivalent plus appropriate National Diploma/ Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years experience at Assistant Director/Junior Management level. A valid driver`s licence.

KNOWLEDGE AND SKILLS: Broad knowledge and understanding of the functional areas covered by the executive authority`s portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.

Duties: Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipments and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players wrt matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

Enq: Mr. Mnisi Tel.no.018 200 8020



POST : DEPUTY DIRECTOR DEMAND MANAGEMENT

REF. NO : 77/2022/23

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

SALARY Remuneration package of R766 584.00 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

: HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) National diploma / Degree in /Public Management/ Public Administration/Logistics/Purchasing, Financial Management. Five (5) to Ten (10) years working experience in Supply Chain Management of which three (3) years in junior management (Assistant Director). Valid driver's license. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Walker/BAS. Knowledge of Public Service Regulations Act. **SKILLS:** Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates

DUTIES: Conduct total needs assessment within the department. Manage the implementation of supplier database. Conduct market analysis. Develop and maintain procurement plan and demand management plan. Manage the needs assessment performance in accordance with the framework. Implement Demand Management policies and SCM prescripts. Ensure the determination of specification and requirements are linked to the Strategic Plan and Budget. Administer Demand Management Plans for all line with HR practices, eg PMDS, training and on-the-job coaching. Be involved in budget projection for the Unit etc.

Enquiries: Mr Sipho Maduma, Tel. (018) 200 8058



POST : **QUALITY CONTROL MANAGER**
REF NO. : **78/2022/23**
DIRECTORATE : **TRANSPORT TERMINALS**
SALARY : **R491 403.00 pa (SL 10)**
CENTRE : **PILANESBERG INTERNATIONAL AIRPORT**

REQUIREMENTS: Grade 12 certificate or equivalent. National Diploma/Bachelor Degree in Management of Aviation Quality and Services; Audit and Quality Control or Equivalent. Minimum of Five (5) year experience in Aviation Quality Management. Experience in Airport Quality Control Management will be an added advantage. A valid driver's license. **KNOWLEDGE:** Knowledge and understanding of Airport Quality Management. Understanding of Airport Operations. Familiar with Airport Audit and Quality Control. Knowledge of CAR regulation. Knowledge of Quality Assurance Policy and Procedure according to SA-CATS-ASTO 109.02.3. Knowledge of different ICAO Annexures. **SKILLS:** Good communication skills (written & verbal). Problem solving, decision making, planning and organizing skills. Time management. Team work. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and work under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and PowerPoint. Accountability and good ethical conduct. Applicants must be physically fit.

DUTIES: Ensure smooth running and management of the airport quality control unit. Ensure compliance with all the SACAA prescripts pertaining to aviation security. Updating and implementation of all Quality matters. Assist in updating and implementation of Airport Safety Management System (SMS) manual and Aerodrome Operations Manual. Representation of the airport and the department in all SACAA audit inspections. Ensure that training and development of personnel is executed.

SECURITY CLEARANCE

All applicants will be subjected to a security clearance / vetting.

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



POST : **ASSISTANT DIRECTOR - GOVERNMENT MOTOR FLEET**

REF NO. : **79/2022/23**

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

SALARY : **R491 403.00 pa (SL 10)**

CENTRE : **DR RUTH SEGOMOTSI MOMPATI**

REQUIREMENT: Grade 12 certificate or equivalent plus (3) years National Diploma/Degree in Fleet Management. Three (3) to Five (5) years relevant working experience of which (2) years must be at a supervisory level, and a valid driver's licence. **KNOWLEDGE:** An understanding of Public Service Policies, rules and regulations including, inter alia, the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, performance management Development system, Road Transport Quality System (RTQS) and other related prescripts. **SKILLS:** Computer literacy in Microsoft word, Excel and Microsoft Office. Good interpersonal and proven management skills, good communication skills, (verbal and writing). The ability to work independently and under pressure, the ability to maintain positive interpersonal relations and work well as part of the team as well as on individual basis, Problem solving abilities, knowledge of disciplinary code of procedures, ample initiative and self-motivation, Reliability and honesty.

DUTIES: Management of District personnel matters, supervise and administer managed maintenance systems. Perform administration functions of the division. Implement measures that would enforce compliance with policies. Provide Management Support to the Deputy Director. Manage staff performance and maintain discipline. Management of pool vehicles, Log –sheets, Vehicle Accidents, Renewal of motor vehicle licenses.

Enq: Ms KI Masilabele.TEL NO: 053-927 3760



POST : ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT

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

REF NO : 80/22/23

DIRECTORATE : STRATEGIC SUPPORT SERVICES

SALARY : R 393 711 .00 pa (SL 09)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent plus Three (3) year Tertiary qualification in Information Technology (IT) / Computer System Engineering /Information Systems. Three (3) to five (5) years' experience in Information Technology field of which two (2) years must be at supervisory level, Minimum of two (2) years' experience in business analysis and application Development. A valid Driver's license. **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 as a team. Service delivery driven. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. Must have knowledge of Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts. Understanding of information processing fundamentals and best practices. **Skills:** Systems support skills. Resource management (Time, Cost, Human and Technology). Team player. Good communication (written and verbal) skills. Policy formulation and implementation. Excellent interpersonal skills. 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 Gabonnwe O, Tel Nr. (018) 388 5685/3697



POST : **ASSISTANT DIRECTOR: AIRPORT ADMINISTRATION**
REF NO. : **81/2022/23**
DIRECTORATE : **TRANSPORT TERMINALS**
SALARY : **R393 711.00 pa (SL 09)**
CENTRE : **GD MONTSHIOA AIRPORT**

REQUIREMENTS: National Senior Certificate or equivalent plus a three (3) year National Diploma or Bachelor's degree in Administration or related . Three (3) to Five (5) years working experience preferably in administration of which two (2) years must be at supervisory level. Valid Code 08 driver's license. **KNOWLEDGE:** Knowledge of all applicable legislation, policies and prescripts that apply to administration, Public Financial Management Act, Human Resource Management, Supply Chain Management and South African Civil Aviation Authority prescripts. **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. Conflict resolution skills, high level of computer literacy

DUTIES: Provide administration support to the Airport manager. Monitor the airport service level and lease agreements, Procurement, Supervising revenue collection. Monitor and co-ordinate airport cleaning. Administering ordering and issuing of stationary. Airport Fleet Management. Responsible for all airport Human Resource administration. Administering all incoming and outgoing correspondence. Supervise administration personnel.

SECURITY CLEARANCE

All applicants will be subjected to a security clearance.

ENQUIRIES: MS M M NELSON.TEL (018) 3851027



POST : ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING)

REF. NO : 82/2022/23

DIRECTORATE : FINANCIAL ACCOUNTING

SALARY : R393 711.00 pa (SL 09)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which two (2) years must be at supervisory level. BAS certificates should be attached and a valid driver's licence.

KNOWLEDGE: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD) and Financial accounting process and procedures. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.

Duties: Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Authorise invoices/Claims/Entity and resolve unpaid payment orders. Supervise personnel

Enquiries: Ms. K. Tswaile Tel. 018 200 8144



POST : ASSISTANT DIRECTOR- INTERGRITY MANAGEMENT

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

REF. NO : 83/2022/23

DIRECTORATE : RISK INTERGRITY MANAGEMENT

SALARY : R 393 711 .00 pa (SL 09)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Three (3) to Five (5) years relevant experience in Risk Management / Ethics Management or Internal / External auditing of which one (1) year must be at supervisory level. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE) will be an added advantage. Valid driver's License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. 169 Interpersonal relations. Team working and good communication, Self-driven and Assertiveness.

DUTIES : Administer and facilitate fraud prevention plan and anti- corruption strategy. Conduct employee educational and awareness programmes. Assist with management and risk-based verifications of e-disclosures. Assist with the investigations mechanism and referral to law enforcement agency, where necessary. Conduct investigations on reported cases and report outcomes.

ENQUIRIES : Ms. M.G Mothibedi Tel No: 018 200 8005/7 POST 08/229



POST : **SENIOR ADMINISTRATION OFFICER – EVALUATION**
REF.NO : **84/2022/23**
DIRECTORATE : **STRATEGIC PLANNING, MONITORING AND EVALUATION**
SALARY : **R331 188 pa (SL 8)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: A grade 12 certificate or equivalent, plus three (3) years National Diploma / Bachelor's Degree in Social Sciences/Economic Sciences/Research/Evaluation or equivalent with Two (2) to five (5) years working experience in Evaluation/Research environment. A valid driving license.

KNOWLEDGE: The successful candidate should have good knowledge of qualitative and quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high -level staff in Government. Should be credible in the academic research environment. Possess good understanding of Government across- the three spheres (National, Provincial and Local) Possess practical experience of undertaking several research or evaluation studies.

SKILLS: Should have Project/Programme Management and Financial Management, good interpersonal relations, advanced computer skills in integrating and managing datasets, data analysis and using data analysis tools e.g STATA/SPSS, data visualisation, planning & organizing as well as written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Must be assertive and self-driven, innovative and creative. Client orientated and customer focused, solution orientated and able to work under stressful situations and possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

DUTIES: Conduct research and evaluation. Develop research and evaluation system. Initiate and undertake review of technical elements of the research and evaluation system. Manage specific evaluation assignments and undertake analytical evaluation activities. Review research and evaluation documents. Monitor improvement plans. Render effective and efficient management/supervision of Human Resources.

Enquiries: Mr M. J Moiloa, Tel. Nr 018 200 8376



POST : **SENIOR PERSONNEL PRACTITIONER-CHANGE MANAGEMENT**

REF.NO : **85/2022/23**

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**

SALARY : **R 331 188.00 pa (SL 8)**

CENTRE : **HEAD OFFICE– MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Social Sciences / Public Administration/Public Management/Human Resource Management/Industrial Psychology. Two (2) to five (5) years relevant experience in Transformation/Change Management field. **KNOWLEDGE:** Understanding of Public Service Policies, Regulations and Prescripts. White Paper on Transformation of Public Service. Ability to read and interpret policies. **SKILLS:** Computer skills (Power Point and Excel). Good communication skills (Written and Verbal). Good interpersonal and Customer relations skills. Planning and Organising skills. Team player and understanding of Batho Pele Programmes. Facilitation and presentation skills. Report writing skills. Creativity and innovative. Unendorsed Driving License.

DUTIES: Development and implementation of service delivery improvement plan. Service Delivery Charter and Service Delivery Standards. Development and maintenance of relevant policies. Facilitate and implement Batho Pele programmes/initiatives. Facilitate the implementation of Change Management in the Department. Establish and maintain Complaints and Compliments management system. Administer Employee satisfaction survey. Provision of administrative support to the committees. Compile reports (monthly, quarterly and Annual). Supervise the key areas of subordinates.

Enquiries: Ms. S.M Rabolele, Tel.No (018) 200 8255



POST : SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER

REF. NO : 86/2022/23

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

SALARY : R331 188.00 pa (SL 08)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Management Services/Organisational Development/Operations Management/Industrial Psychology/Production Management or any other related qualification. Two (2) to Five (5) years experience must be in the field of Organisational Development and Job Evaluation. **KNOWLEDGE:** Knowledge of Job Evaluation and the Evaluate System. Understanding of Public Service Policies, Regulations and Prescripts. Knowledge of Organisational Structure Design. Knowledge of Business Process Mapping. **SKILLS:** Basic research and data analysis skills. Ability to interpret policies. Facilitation and presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Ms Word, Excel, Evaluate System, Visio System, Org-Plus and Introduction to Persal). Ability to function independently and as a team. Code EB (08) driving license. Problem solving and decision making skills.

DUTIES: Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Development of Service Delivery Model. Provide assistance and advice in the development of Job Descriptions for all employees within the Department. Conduct analysis, Evaluation and Grading of posts. Coordinate development of Business Processes Mapping. Implementation of Department of Public Service Administration Directives (DPSA) and Resolutions. Assist in the verification of Job Specifications. Supervise the key areas of Subordinates.

Enquiries: Ms. K.G Twasing , Tel.No (018) 200 8256



POST : SENIOR SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)

REF. NO : 87/2022/23

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

SALARY : R 331 188.00 pa (SL 08)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Matric/ Grade 12 or equivalent plus three (3) years National Diploma/Degree in Supply Chain Management/ Public Administration /Public Management/Logistics Management with Two (02) to Five (05) years working experience in SCM (Preferably in Demand Management).

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). Walker Management system. Personal Development System (PMDS). **SKILLS:** computer literacy, analytic skill, presentation skills, Conflict Management skill. Ability to work under pressure. Driver's license.

DUTIES: Monitor the process of conducting market and industry analysis. Monitor the process of conducting supplier and commodity analysis, Conduct expenditure analysis. Monitor implementation of Demand and Procurement Plan. Supervise and develop staff.

Enquiries: Ms M Marumo Tel, 018 200 8363



POST : SENIOR STATE ACCOUNTANT (REVENUE MANAGEMENT)

REF. NO : 88/2022/23

DIRECTORATE : MANAGEMENT ACCOUNTING

SALARY : R 331 188.00 pa (SL 08)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: A Grade 12 Certificate or equivalent plus appropriate Bachelor's Degree/ National Diploma in Accounting or Auditing. Two (2) to five (5) years relevant experience in Revenue management and BAS certificates. **KNOWLEDGE:** Knowledge of Public Finance Management Act, DoRA, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. **SKILLS:** Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.

DUTIES: Assist in managing the collection of revenue in the department. Handling deposits in suspense accounts and do follow up on accrued departmental revenue with stakeholders. Compile and submit reports on revenue performance (monthly/quarterly). Performance of reconciliations and clearing of reconciling items. Interact with auditors to gather relevant support and assist with retrieval of documentation during audit period. Ensure compliance with internal controls. Supervise and training personnel.

Enquiries: Mr. T. Tsatsimpe Tel. 018 200 8398

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POST : SENIOR ADMINISTRATIVE OFFICER: TRANSPORT PLANNING & COORDINATION

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

REF. NO : 89/2022/23

DIRECTORATE : TRANSPORT PLANNING AND POLICY DEVELOPMENT

SALARY : R 331 188.00 pa (SL 08)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years Diploma/Degree in Transport Economics/ Transport Management. Two (02) to Five (05) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. **KNOWLEDGE:** Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act. Public Service Regulations. Understanding of Public Financial Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.

DUTIES: Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in the Provincial, District and Local Municipality Transport forums. Ensure integration of Integrated Transport Plans into Municipal Integrated Development Plans. Participate in municipal strategic planning structures. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and municipality regarding all issues of transport.

Enq: Mr. SM Molotsi Tel Nr.018 200 8198



POST : **PRINCIPAL ROAD SAFETY OFFICER**
REF NO. : **90/2022/23**
DIRECTORATE : **ROAD SAFETY MANAGEMENT**
SALARY : **R331 188.00 pa (SL 08)**
CENTRE : **DR RUTH SEGOMOTSI MOMPATI**

REQUIREMENTS: Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. Two (2) to Five (5) years work experience in Road Safety Management/ Education and Communications field. Code 08/ EB Driver`s License. **KNOWLEDGE:** National Road Safety Act of 1972. Ability to work independently and under pressure. Road Safety Education policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. **SKILLS:** Proven administrative, communication and presentation skills. Report writing and negotiation skills. Computer literacy. Conflict resolution skills. The ability to interact professionally and effectively with diverse stakeholders ,meeting procedures. Presentation and coordination. Report writing. Computer Literacy.

DUTIES: Supervise the implementation of Road Safety Education Programs. Coordinates Road Safety Education projects. Supervise the Implementation of road safety awareness campaigns. Identify and analyse road safety needs within the Sub- District. Identify and interact professionally and effectively with diverse stakeholders within the Sub- District.

Enquiries: MR. MS Thomas , Tel. Nr 053 927 4645



POST : ADMINISTRATION OFFICER SENIOR
REF : 91/2022/23
DIRECTORATE : PUBLIC TRANSPORT SERVICES
SALARY : R 331 188.00 pa (SL 8)
CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport/Economics related equivalent qualification coupled with Two (2) to Five (5) years experience in transport related functions. A code 08 Drivers / EB driving license. **KNOWLEDGE:** Knowledge of Public Transport Legislation, Public Service Policies, rules and regulations. Sufficient knowledge of Public Transport operations in the Province. **SKILLS:** Ability to work independently and/ or with little supervision and under pressure. Computer literacy, ability to formulate and write reports. Communicate at the highest level. Demonstrate the ability to work as a member of a team, accept responsibility and show initiative at assigned tasks.

DUTIES: Monitoring of transport operations to ensure compliance. Monitoring of service provider contracts for compliance. Consolidation and compiling of Provincial quarterly reports, financial year expenditure reports, statistical reports. Updating commitment register of service providers. Co-ordination of audits. Verify spreadsheets. Attend project meetings and prepare progress reports.

ENQUIRIES: MR. P Mohono , TEL: (018) 200 8086/8089

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POST : **ARTISAN FOREMAN X 1**

REF NO. : **92/2022/23**

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

SALARY : **R318 090.00 pa OSD NOTCHES**

CENTRE : **DR RUTH SEGOMOTSI MOMPATI**

REQUIREMENT Grade 10 plus Trade Test certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver's licence EC or EC1 plus Public Driving Permit (PDP). **KNOWLEDGE:** Technical analysis knowledge, Fleet Management, Public service Act, Public Service Regulations, including PFMA, PMDS policy, Circular number 4 of 2000, Disciplinary code. **SKILLS:** Good communication skills and interpersonal relations, managerial and leadership skills, analytic and problem solving skills, negotiation and conflict resolution, creative and innovative, ability to work independently and under pressure, ability to interact with persons on various levels.

DUTIES: The incumbent will be responsible for the Administration and Technical Management of Government Garage, as well as responsible for the repairs and maintenance of Government Motor Fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotation of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

Enq: Mr Matsime . TEL: 053-927 3762



POST : PRINCIPAL FIREMAN X2

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

REF NO. : 93/2022/23

DIRECTORATE : TRANSPORT TERMINALS

SALARY : R269 214.00.00 pa (SL 07)

CENTRE : GD MONTSHIOA AIRPORT, PILANNESBURG AIRPORT

REQUIREMENTS: Grade 12 certificate or equivalent. Higher Certificate or equivalent from recognised institution. Two (02) years' experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. Valid Driver's Licence – Code C1. Certified Aviation related Fire Service Courses. Valid First Aid Level 3 or higher. **KNOWLEDGE:** Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Aircraft fire, Aircraft construction, Aircraft technical overview, Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, General Airport Procedures, Sound knowledge of public service legislations and framework. **SKILLS:** Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to accept, issue and interpret directives. Ability to work under pressure. Ability to work in a team and independently. Ability to resolve workplace conflicts.

DUTIES: Maintain safety in Airport. Maintain Airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Maintain equipment and facility in a state of readiness. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel on shift.

ENQUIRIES: Mr J Matlaopane Tel No: (014) 552 1261



POST : ADMINISTRATIVE OFFICER: POLICY DEVELOPMENT AND RESEARCH X 2

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

REF. NO : 94/2022/23

DIRECTORATE : TRANSPORT PLANNING AND POLICY DEVELOPMENT

SALARY : R269 214.00 pa (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus Diploma/Bachelor's Degree in Transport Economics/Transport Management environment. Two (02) to Three (03) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Project Management Course will be an added advantage. **KNOWLEDGE:** Knowledge of National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours.

DUTIES: Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Policy Development & Research on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

Enq: Ms K.D Koikoi Tel Nr.: 018 200 8221



POST : ACCOUNTING CLERK SUPERVISOR: SALARIES AND TAXATION

REF. NO : 95/2022/23

DIRECTORATE : FINANCIAL ACCOUNTING

SALARY : R269 214.00 (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Matric / Grade 12 or equivalent plus three (3) to five (5) years working experience in Salaries and Tax Unit. Certificate in Introduction to Persal. Certificate in Persal Salary Administration. General Principle of BAS. Knowledge of PERSAL & BAS System, e-filing and easy file. **KNOWLEDGE:** Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

DUTIES: Manage effective payment of salaries allowance and deduction as well as salary claims. Payroll management. Calculations of over / under payments: Service Terminations and Manual payments. Render effective records management. Manage the performance and development of staff.

Enquiries: Ms. G Mooketsi Tel. 018 200 8098



POST : PERSONAL ASSISTANT

REF. NO : 96/2022/23

DIRECTORATE : TRANSPORT OPERATIONS

SALARY : R 269 214.00 (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate plus a recognized Tertiary qualification in office Administration / Office Management / Management Assistant / Secretarial coupled with Two (2) to Three (3) years relevant experience in Office Administration/ Secretarial duties or Grade 12 coupled with Three (3) to Five (5) years relevant experience in Office administration / Secretarial duties. **KNOWLEDGE:** relevant legislation, policies and prescribes procedures. Knowledge of Basic Financial Administration. Proper filing and records keeping. **SKILLS:** Good telephone etiquette. Good communication skills and interpersonal relations. Computer skills. Good verbal and written communications.

DUTIES: Provide and maintain access and security of information and documents. Render administrative & secretarial support to the manager as and when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to administrative duties pertaining to office affairs. Provide a professional reception service to internal and external guests and clients

Enq: MS M Dayel Tel Nr.: 018 200 8027/2029



POST : PERSONAL ASSISTANT

REF. NO : 97/2022/23

CHIEF DIRECTORATE : PROVINCIAL SECRETARIAT FOR POLICE SERVICE

SALARY : R269 214.00 (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate plus a recognized Tertiary qualification in office Administration / Office Management / Management Assistant / Secretarial coupled with Two (2) to Three (3) years relevant experience in Office Administration/ Secretarial duties or Grade 12 coupled with Three (3) to Five (5) years relevant experience in Office administration / Secretarial duties. **KNOWLEDGE:** relevant legislation, policies and prescribes procedures. Knowledge of Basic Financial Administration. Proper filing and records keeping. **SKILLS:** Good telephone etiquette. Good communication skills and interpersonal relations. Computer skills. Good verbal and written communications.

DUTIES: Provide and maintain access and security of information and documents. Render administrative & secretarial support to the manager as and when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to administrative duties pertaining to office affairs. Provide a professional reception service to internal and external guests and clients

Enq: MS M MALEME Tel Nr.: 018 200 8030/8031



POST : **DRIVER INSTRUCTOR**
REF NO. : **98/2022/23**
DIRECTORATE : **GOVERNMENT MOTOR FLEET**
SALARY : **R 269 214.00 (SL 07)**
CENTRE : **BOJANALA**

REQUIREMENTS: Grade 12 certificate plus Advanced driving Certificate or Defensive Driving Certificate (Instructors/ Examiners). Valid drivers license (EC1 or EC). Three (3) to Five (5) years relevant working experience in Driver Instructor field. **KNOWLEDGE:** Defensive driving. Knowledge of Transport Act. Public Service Policies rules and regulations. **SKILLS:** Defensive driving Skills. Computer literacy. Good interpersonal relations. Decision making. The ability to work under pressure. Ability to recognize safety hazards. Ability to interact with different employees of different Departments. Creative assertive and confident approach. An independent work ethic. Self- motivated and reliable. Integrity and honesty. A collaborate approach to challenges.

DUTIES: conduct driving course pre-test i.e theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre- Trip Inspection (External & Internal) driving as we supposed to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members

Enq: Ms R.M Nonyana, Tel: 087 086 6015



POST : ADMINISTRATION OFFICER ACCIDENT
REF NO. : 99/2022/23
DIRECTORATE : GOVERNMENT MOTOR FLEET
SALARY : R 269 214.00 (SL 07)
CENTRE : DR RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: Grade 12 certificate with a recognised National Diploma/Degree in Transport management. Two (2) to Three (3) years relevant and extensive work experience in motor vehicle accidents, plus a valid driver's license code EB/EC.**KNOWLEDGE:** Must know all Government Prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Health and Safety Act of 1999, Labour Relations Act, Basic Conditions of employment Act, PFMA Act, PMDS Policy, Circular No 4 of 2000, Disciplinary code of conduct. Knowledge of fleet administration and management.
SKILLS: Good analytic skills, Dynamic leadership skills, conflict resolution, Administration skills, Ability to maintain positive interpersonal relations, Good verbal and written communication as well as interpersonal skills. Computer literacy in Excel, MS Word, Power point and Access. Must be a team player and have the ability to work under pressure and deliver to tight deadlines.

DUTIES: Administration of accidents and pool vehicles. Liaise with the workshop manager and the Deputy Director Fleet Maintenance with regard to Accidents and pool vehicles administration processes. Ensure monthly reports are compiled for both accidents and pool vehicles for District Management and Head Office. Ensure invoices are collected for Audit purposes. Support District Management in compiling of reports to Districts as well as Head Office. Perform Transport Officers duties by ensuring that Components vehicles are utilised in accordance with Transport Regulatory Policy. Administer and supervise. Any other administrative duties that would assist in improving service delivery.

Enq: Ms KI Masilabele, Tel: No 053-927-376



POST : **ARTISAN PRODUCTION GRADE A - WHITE FLEET MAINTENANCE**
REF NO. : **100/2022/23**
DIRECTORATE : **GOVERNMENT MOTOR FLEET**
SALARY : **R 199 317.00 pa OSD NOTCHES**
CENTRE : **DR RUTH SEGOMOTSI MOMPATI**

REQUIREMENTS: Grade 10 plus completed apprenticeship and Passed Trade Test in Motor Mechanic, at least 2 years' experience required in the workshop environment. Valid driver's licence code 10 and PDP. NB Grade 12 will be added as an advantage. **KNOWLEDGE:** Basic Technical analysis knowledge. PFMA, knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Public Service Regulations. **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 organising skills, problem solving skills and decision making.

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

Enq: Mr Matsime ME. Tel 053-927 3762



POST : **ARTISAN PRODUCTION GRADE A x 1**
REF NO : **101/2022/23**
DIRECTORATE : **GOVERNMENT MOTOR FLEET**
SALARY : **R 199 317.00 pa OSD NOTCHES**
CENTRE : **BOJANALA, RUSTENBURG (1)**

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 plus PrDP. **KNOWLEDGE:** Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (RTQS), 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. Problem solving skills and decision making

DUTIES: Administer vehicle maintenance system. Inspect vehicles and diagnose mechanical faults on equipment. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assures serviced and maintained vehicles. Keep record and maintain job register. Inspect and attend to mechanical breakdowns.

Enquiries: Mr L.J Leeuw, Tel: 087 086 5947/ 087 086 6015



POST : FIREMAN/FIRE FIGHTER X2

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

REF NO. : 102/2022/23

SALARY : R181 599.00 pa (SL 05)

DIRECTORATE : TRANSPORT TERMINALS

CENTRE : GD MONTSHIOA AIRPORT, PILANNESBERG AIRPORT

REQUIREMENTS: Grade 12 certificate or equivalent plus one (01) year experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. First Aid Level 3 or higher. Valid Driver's Licence – Code C1

KNOWLEDGE: Ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Fire and Rescue procedures, Control room management. Sound knowledge of public service legislations and framework.

SKILLS: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to interpret directives and to work under pressure. Ability to work in a team and independently.

DUTIES: Maintain safety in Airport. Maintain Airport compliance in line with South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Participate in fire drills, attends classes in firefighting, emergency medicals, hazardous materials and related subject. Participate in the inspection of buildings, hydrants runway, apron and other structure in the fire prevention programme. Perform general maintenance work in the upkeep of fire facilities and equipment. Cleans and washes walls and floors, cares for grounds stations, make minor repairs, washes, hangs and dries hose, washes, cleans. Maintain and tests apparatus equipment

ENQUIRIES : Mr J Matlopane Tel No: (014) 552 1261



POST : **SECRETARY**

REF.NO : **103/2022/23**

DIRECTORATE : **STRATEGIC PLANNING MONITORING AND EVALUATION, ROAD SAFETY MANAGEMENT, SUPPLY CHAIN MANAGEMENT, OPERATOR LICENSE AND PERMIT, MANAGEMENT ACCOUNTING, MONITORING AND OVERSIGHT, TRANSPORT ADMINISTRATION AND LICENSING, RISK AND INTEGRITY MANAGEMENT X8**

SALARY : **R181 599.00 pa (SL 5)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12/ Senior Certificate with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. Zero (0) to one (1) Year relevant experience. **KNOWLEDGE:** Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency (written and verbal). **SKILLS:** Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy . Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

DUTIES: Provide a secretarial support service to the Directorate. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.

Enquiries: Mr M. J Moiloa, Tel. Nr 018 200 8376



POST : **ADMINISTRATION CLERK**
REF.NO : **104/2022/23**
DIRECTORATE : **STRATEGIC PLANNING, MONITORING AND EVALUATION**
SALARY : **R181 599.00 pa (SL 5)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: A grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** knowledge of clerical duties, Practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understating of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Planning and organisation. **SKILLS:** computer, good verbal and written communication, interpersonal relations, teamwork, Flexibility.

DUTIES: Render, organise, store, capture and retrieve correspondence and data(line function), update incoming & outgoing register, Receive correspondence ,scan approved documents and distribute within the component ,keep and maintain the filing system for the component, type letters and/or other correspondence when required .Liaise with internal and external stakeholder in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items and conferencing facilities, Stock control of office stationery, Keep and maintain the asset register of the component. Maintain 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. Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval.

Enquiries: Mr M.J Moiloa -018 200 8376



POST : **SUPPLY CHAIN CLERK (DEMAND MANAGEMENT) X 2**

REF. NO : **105/2022/23**

DIRECTORATE : **SUPPLY CHAIN MANAGEMENT**

SALARY : **R 181 599.00 pa (SL 5)**

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Matric/ Grade 12 or equivalent. No experience required. **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.

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. Prepare logistical arrangements for the unit. Execute any task that can be allocated.

Enquiries: Ms Z Ntaba Tel. 018 200 8366



POST : **ADMINISTRATION CLERK**
REF NO. : **106/2022/23**
DIRECTORATE : **GOVERNMENT MOTOR FLEET**
SALARY : **R181 599.00 pa (SL 05)**
CENTRE : **DR RUTH SEGOMOTSI MOMPATI x 4, BOJANALA x 1**

REQUIREMENTS: Grade 12 or equivalent. No experience required. Valid Code EB driver's license.
KNOWLEDGE: knowledge of government policies and regulations. Understanding and application of Batho Pele Principles Time management, Office Management, Have an extensive knowledge of computer software. **SKILLS:** Computer literacy, Good communication and interpersonal relationship skill customer care, Good verbal and writing communication skills, Must be a team player and have the ability to work under pressure.

DUTIES: Responsible for Office and technical Administration of Government Fleet, Repairs and Maintenance, Liaise with Clients and Service Providers on vehicle maintenance services, record vehicles maintenance information and compile vehicle maintenance reports. Administer proper filling system and personnel leave administration. Carry out transport administrative duties.

Enq: Ms KI Masilabele . TEL: 053 927 3760



POST : **DRIVER MESSENGER**
REF NO. : **107/2022/23**
DIRECTORATE : **LAW ENFORCEMENT**
SALARY : **R151 884 pa (SL 04)**
CENTRE : **BRITS TRAFFIC STATION**

REQUIREMENTS: Abet (Grade 10), Driving License, PDP plus Five (5) to Ten (10) years experience in a Driver Messenger field. **KNOWLEDGE:** Knowledge of Courier Services. Working Procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicle to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and good handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: MR. JR Ramasodi Tel Nr .012 252 0522 /23



POST : **COMMERCIAL CLEANER SUPERVISOR**

REF NO. : **108/2022/23**

DIRECTORATE : **SECURITY AND FACILITIES MANAGEMENT**

SALARY : **R pa (SL 04)**

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Abet Level 4 (Grade 10), Minimum of two (2) years experience in a cleaning service environment. **KNOWLEDGE:** Knowledge of Courier Services. Working Procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Make a requisition and issue cleaning materials. Supervise cleaners.

Enq: MR S Khonkhobe Tel Nr.: 018 200 8102



POST : **HEAVY DUTY DRIVER – GOVERNMENT MOTOR FLEET**

REF NO. : **109/2022/23**

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

SALARY : **R151 884 pa (SL 04)**

CENTRE : **DR RUTH SEGOMOTSI MOMPATI x 1, BOJANALA x 1**

REQUIREMENTS: A Grade 10/ABET plus 2 years' experience in heavy duty driving field. Valid unendorsed heavy duty drivers license (EC1 or EC) with PDP. **KNOWLEDGE:** Knowledge of Transport Policies Inter alia Transport Circular no. 4 of 2000 and working procedure in respect of work environment. **SKILLS:** Excellent communication skills. People orientated. Customer care. Ability to work under pressure and long hours. Flexibility. Teamwork.

DUTIES: Driving/operating of recovery/breakdown trucks and low –bed vehicle for towing/loading of broken or accident damaged vehicles. Transporting state vehicles to and from various merchants for repairs. Standby duties in case of emergencies involving state vehicles. Report on vehicle defects and maintenance requirements to Officers in charge. Complete log-sheets for every trip undertaken. Ensure that correct procedures are carried out in the event of accident encounter. Plan, arrange and ensure routine vehicle maintenance and service as scheduled intervals (roadworthiness). Ensure cleanliness of state owned vehicles at all times. Assist with Auction preparations of redundant state vehicles

Enq: ME Matsime, TEL: 053 927 3762/ Ms R.M Nonyana, Tel: 087 086 6015



DIRECTORATE : **OFFICE OF THE EXECUTIVE AUTHORITY**
POST : **REGISTRY CLERK – EXECUTIVE AUTHORITY SUPPORT**
REF.NO : **110/2022/23**
SALARY : **R R181 599.00 pa (SL 05)**
CENTRE : **HEAD OFFICE-MAHIKENG**

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

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

Enq: Mr T Mabaso 018 200 8010

