



dc&tm

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



HUMAN RESOURCE MANAGEMENT

P/Bag X 19
Mmabatho 2735
Tel: +27 (18) 388 1359
FAX: 086 500 1607
E-MAIL: gnoge@nwpg.gov.za

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 9 OF 2014/2015 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. 146, 1st Floor, New Head Office Complex-Old Parliament Building, Modiri Molema Road, for attention Ms. Gadifele Noge.

- NOTES:** (a) Applications must be accompanied by a **signed and dated Z83**, a **recent updated comprehensive CV** with at **least names of three(3) referees** with **current contact details**. **Originally certified copies** of all Qualifications, **ID document** and other required documents. **Failure to submit the requested documents will result in the application not being considered**
- b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
 - c) Candidates must indicate the number of the post/reference number and the centre in their applications.
 - d) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.
 - e) Applications should be forwarded in time to the department **since applications received after the closing date and time indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**
 - f) It will be expected of candidates to be available for selection interviews on a **date, time and place** as determined by the Department.
 - g) The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only.
 - h) Previous employment records will be verified. All appointments will be subjected to a positive qualifications verifications as well as security clearance and vetting.
 - i) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.
 - J) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic transcript/s

CLOSING DATE: 31/10/2014 AT 16H00



"Together we move Bokone Bophirima forward"



DIRECTORATE : **ROAD TRAFFIC MANAGEMENT**

POST : **CHIEF PROVINCIAL INSPECTOR (ARMS AND AMMUNITION MANAGEMENT)**

REF.NO : **59/2014**

SALARY : **R 337 998 pa (SL 10)**

CENTRE : **HEAD OFFICE- MAHIKENG**

REQUIREMENTS: Qualifications and Experience: *Grade 12 or equivalent plus a basic Traffic Diploma from registered traffic college. *An appropriate tertiary qualification will be an added advantage. *Seven (7) years working experience in the road traffic management field of which three (3) must be at supervisory level. Valid Driving license (Code EB). *Must be registered in terms of the Act with no criminal record. **Knowledge:** *Extensive knowledge of Traffic Management policies and regulations. *Sound knowledge of the Firearms Act. *Sound knowledge of Human Resource Management. **Skills:** Computer Literacy; Good communication; Policy Formulation; Investigative and Conflict Resolution; Interpersonal Relationship and Negotiation skills; Planning and Organizing; Labour Relations.

DUTIES: *Ensure effective and efficient Leadership. *Manage the armory and all stock. *Arrange for procurement and repairs to firearms. *Liaise with the SASSETA, SAPS and RTMC on matters relating to firearms. *Conduct quarterly station audits in respect of firearms. *Liaise with members and determine their training needs. *Coordinate all training/ competency activities. *Arrange quarterly station firearm shooting practices. *Ensure effective and efficient Asset Management.

Enquiries: **Mr. S. Mmono; Tel Nr (018) 381 9199/8**

POST : **CHIEF PROVINCIAL INSPECTOR**

REF.NO : **60/2014**

SALARY : **R 337 998 pa (SL 10)**

CENTRE : **Dr KENNETH KAUNDA DISTRICT**

REQUIREMENTS: Qualifications and Experience: *Grade 12 or equivalent plus a basic Traffic Diploma from registered traffic college. *Seven (7) years working experience in the road traffic management field of which three (3) must be at supervisory level. *A valid driving licence and no criminal record. **Knowledge:** Extensive knowledge of road traffic and public transport policies and regulations. * Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislation. *Vehicle Inspections/impoundment. *Completion of law enforcement document management systems (TRAFMAN & e-NATIS) **Skills:** Record management; customer relationship management; planning; organising; leading; writing and reporting skills. *Labour relations; investigation; motivational; innovation/creativity skills, computer literacy and 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 (co-operative governance). *Manage the risks on public roads. *Manage the performance of all

administrative and related duties. *Promote road safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.

Enquiries: Mr. L. Garesape, Tel Nr (018) 293 9840

POST : PRINCIPAL PROVINCIAL INSPECTOR

REF.NO : 61/2014

SALARY : R 227 802 pa (SL 8)

CENTRE : LEHURUTSHE STATION

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 or equivalent plus a basic Traffic Diploma from registered traffic college; 6-10 years working experience in the road traffic management field* A valid driving licence 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 legislation; Vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management; customer relationship management; planning; organising; leading; controlling; people management; communication; decision making; problem solving; writing and reporting; labour relations; investigation skills; motivational skills; innovation/creativity skills; computer literacy; operational/Project management.

DUTIES: Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations; Manage joint law enforcement activities and projects (co – operative government); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks in traffic management environment; Manage the performance of all administrative activities and related duties; Train and develop traffic law enforcement officials.

Enquiries: Mr D Motlathledi Tel.Nr (018) 632 4001

DIRECTORATE : TRANSPORT PLANNING AND POLICY DEVELOPMENT

POST : ASSISTANT DIRECTOR (NON-MOTORISED /RURAL TRANSPORT)

REF : 62/2014

SALARY : R270 804 pa (SL 9)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Qualifications and Experience: *Grade 12 and an appropriate degree /Diploma in Transport Management or Economics. *Three to five (3-5) years working experience in Transport Management of which two(2) years must be at supervisory level. *Valid Driver's License. **Knowledge:** *Sound knowledge of Transport Management Act. *Knowledge of Public Finance Management Act. *Knowledge and interpretation of National Land Transport Act and Related Policies. **Skills:** *Computer Literacy. *Written and Verbal Communication Skills. *Investigative and Conflict Resolution skills. *Interpersonal Relations skills. *Planning and Organising skills. Report writing skill and Research.

DUTIES: *To implement the National and Rural Transport strategy.*Advise on alternative modes of transport strategies.*To promote various modes of transport strategies.* Develop an annual transport statistics publications.*Conduct investigations into transport related matters. *Develop effective research communications mechanism. *Conduct audits and determine data needs.*Supervision of subordinates.

Enquiries: Ms. M. Dayel, Tel.Nr (018) 388 1135

POST : SENIOR ADMIN OFFICER (CORRIDOR DEVELOPMENT & PERFORMANCE)

REF : 63/2014

SALARY : R227 802 pa (SL 08)

CENTRE : HEAD OFFICE - MMABATHO

REQUIREMENTS: Qualifications and Experience: Grade 12 plus an appropriate degree /Diploma in Transport Management / Economics or equivalent qualification. Two to three (2-3) years working experience in the Transport Sector. *Valid Driving License. **Knowledge:** *Knowledge and interpretation of all relevant policies and Acts - National Land Transport Act. *Public Finance Management Act. *White paper on National Transport Act and Related Policies. *Public Transport Operations in the Province. **Skills:** *Computer Literacy. *Written and Verbal Communication Skills. *Interpersonal Relationship skills. *Planning and Organising skills. *Report writing and minutes taking skill.

DUTIES: *To implement of the National freight logistics strategy and develop the Provincial Freight Transport Strategy.*To facilitate the update and continuous maintenance of Freight Data Bank. *To develop Freight Information Management System. *To develop and prioritise the implementation plan and maintenance of Freight Infrastructure.*To administer the coordination of transport planning forum. *To coordinate Aids Awareness for Truck Operators in the Province.

Enquiries: Mr. J. Methikge, Tel Nr: (018) 388 1132

DIRECTORATE : COMMUNICATION SERVICES

POST : DIRECTOR: COMMUNICATION SERVICES.

REF : 64/2014

SALARY : Remuneration package of R819 126 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: Grade 12 plus a recognized appropriate Bachelor's degree in Communications / Public Relations / Journalism/ Marketing or any related.* *sufficient managerial experience in the Communications/Marketing environment.* A valid driving license.**KNOWLEDGE:** *Knowledge of government communications regulatory frameworks. *Knowledge of financial management. **SKILLS***People empowerment. *Service delivery innovation. *Change management. *Strategic capability and leadership. *Problem-solving and analysis. *Programme and project management. *Client orientation and customer focus. *Communication skills. *Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. *Report writing and presentation skills. *Valid driving license. **PERSONAL ATTRIBUTES:***A creative, assertive and confident approach. *Ample initiative and an independent work ethic, self-motivated and reliable.* Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. *High level of reliability. *Ability to act with tact and discretion.

DUTIES: *Manage, develop and maintain the communications strategy. *Develop communication policy and plan of the Department and ensure their effective monitoring and implementation.

*Ensure effective and integrated coordination of all marketing, branding, media liaison events and promotions, in line with Departmental strategies. *Contribute to coordinated government communication. *Participate in the Provincial Communicator's Forum, cluster communication work and other forums aimed at collective planning of Government Communication programmes. *Facilitate regular and direct interaction between the MEC/Department, citizens or stakeholders served by the Department. *Manage the production and distribution of publications and other information materials, and ensure these reach the targeted audiences. *Articulate the policy and strategic positions and programmes of the Department in the media and other communication platforms. *Evaluate and monitor implementation of communication policies, strategies and programmes. *Effectively manage the programmes financial and human resources.

Enquiries: Mr. B. Mahlakoleng, Tel Nr (018) 381 9102

POST : DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS

REF : 65/2014

SALARY : Remuneration package of R532 278 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: *Grade 12 coupled with a three year National Diploma or Bachelors Degree in Communication Sciences / Public Relations / Marketing plus five (5) to ten (10) years relevant work experience in Communications environment of which three (3) years must be at managerial level. **KNOWLEDGE:** *Knowledge of Public Sector. *Constitution of South Africa. *Drafting and analysing policies (Communication Policy). *Public Service Act, PFMA and accompanying Treasury Regulations Act and relevant Regulations. *Public Service Code of Conduct. **SKILLS** *Communication skills (verbal and written) and decision making. *Leadership and management. *Planning and organizing. *Editing and compilation of publication. *Coordination and organizing the Provincial events or awareness campaign. *Interpersonal relations. *Networking, analytical thinking and problem solving. *Project management. *Understanding of new media / social media. *Ability to use camera. *Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. *Report writing and presentation skills. *Valid driving license.

DUTIES:*Implement Communication Plan for the Department in line with Government Communication Strategy*Ensure proper management and administration of the Internal Communication Sub-Directorate. *Manage the implementation of communication policies, strategies and procedures. *Manage and monitor the release of publications and develop an information distribution strategy. *Commission the production of written and visual material. *Facilitate communication between the office of the Executive Authority, Department and other stakeholders. *Coordinate the inputs for Senior Management speeches. *Manage marketing, advertising, branding of corporate image. *Manage the website and the rendering of portal as well as communication services.

Enquiries: Mr. B. Mahlakoleng, Tel Nr (018) 381 9102

DIRECTORATE : CRIME PREVENTION PARTNERSHIPS

POST : DIRECTOR – CRIME PREVENTION PARTNERSHIPS

REF NO : 66/2014

SALARY : Remuneration package of R819 126 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract

CENTRE : HEAD OFFICE – MAHIKENG.

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE:* Grade 12 plus a recognized appropriate Bachelor’s degree within the Criminal Justice System. * minimum of five years managerial full time experience in the Crime Prevention environment of which at least three must be at middle management in the same field .*A valid driving license. **KNOWLEDGE:***Extensive appropriate strategic management, safety management, financial management and project management experience. * Adequate understanding of current National and Provincial legislation applicable to the Public Sector, Crime Prevention Policy practices and Criminal Justice Systems. Knowledge of Public Financial Management Act (PFMA). * Knowledge of Public Service Act, Public Service Regulations and frameworks. *Ability to conceptualise policy and apply it successfully. **SKILLS:** High level of coordination and liaison skills, presentation planning for safety projects*Management skills. *Leadership and administrative skills. *Report writing skills. *High level of proficiency in financial management as well as the ability to hold himself /herself accountable. *Computer literacy. *Ability to interact professionally and effectively with diverse stakeholders. *High level communication skills with ability to make presentations. *Decision making; problem solving and labour relations. *Proven ability to conceptualise, initiate and support organisational transformation and change in order to successfully implement new initiatives and deliver in line with service delivery commitments. **PERSONAL ATTRIBUTES:***A creative, assertive and confident approach. *Ample initiative and an independent work ethic, self-motivated and reliable.* Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. *High level of reliability. *Ability to act with tact and discretion.

DUTIES:*Promote and monitor an integrated approach towards Social Crime Prevention in the North West Province. *Promote and monitor good community police relations. *Promote safety through crime prevention awareness campaigns. *Give strategic direction to the Directorate by inter alia, developing an annual performance and operational plan for the directorate and managing the directorate’s resources. Prepare and submit reports on activities of the Directorate. *Represent the Department on various boards, committees and liaison structures between the various spheres of Government.

Note: The successful candidate will be required to sign a performance agreement and will be subjected to a competency assessment and security clearance.

Enquiries: Mr. B. Mahlakoleng, Tel Nr (018) 381 9102