



**dpwrt**

**Department:**  
**Public Works; Roads and Transport**  
North West Provincial Government  
Republic of South Africa

**Sub-directorate: Commuter Subsidies**

## **Admin Officer: Commuter Subsidies (2 Posts)**

**Salary: R140 208 per annum (SL 07) (Ref. 10/2011)**

**Head Office**

**Requirements:** • Appropriate three-year degree/diploma or Matric (Grade 12) with three years' experience in Public Transport Management (Commuter Subsidy) • Knowledge of Public Transport Management (Commuter Subsidy) • Supervisory experience • Understanding of the National Land Transport Act • Knowledge of Public Passenger Transport legislation, as well as policy guidelines governing Public Transport, provincially and nationally • Knowledge of the Public Finance Management Act and Public Service policies, rules and regulations • Valid driver's licence will be an added advantage • Ability to maintain positive interpersonal relations and work well as part of a team, as well as on an individual basis • Analytical skills and ability to work under pressure • Computer literacy (Microsoft Excel and presentation skills) • Problem-solving abilities • Report-writing and minute-taking skills • Strong liaison and negotiation skills • Good written and verbal communication skills • Creative, assertive and confident approach • Ample initiative • Self-motivated and reliable • Integrity and honesty • Sound judgement and collaborative culture of approaching challenges.

**Duties:** Perform administrative duties in line with job requirements including, among others, liaison with commuter transport operators and general office functions.

**Directorate: Land Passenger Transport Operations**

**Sub-directorate: Land Passenger Transport Contract Management**

## **Admin Clerk: Commuter Subsidy (3 Posts)**

**Salary: R113 568 per annum (SL 06) (Ref. 11/2011)**

**Head Office**

**Requirements:** • Grade 12 Certificate or equivalent qualification • Basic knowledge of Public Transport Management • Understanding of the NLTA and other related Government prescripts and ability to implement same • Knowledge of Public Transport matters and other transport-related legislation, as well as policy guidelines governing Public Transport provincially • Valid driver's licence will be an added advantage • Ability to maintain positive interpersonal relations and work well as part of a team, as well as on an individual basis • Ability to work under pressure • Computer literacy (Microsoft Excel and presentation skills) • Problem-solving abilities • Proven report-writing and minute-taking skills • Strong liaison and communication skills • Good written and verbal communication skills • Creative and confident approach • Ample initiative • Self-motivated and reliable • Integrity and honesty • Sound judgement and collaborative culture of approaching challenges.

**Duties:** Perform administrative duties in line with job requirements including, among others, receiving, recording and redirecting monthly subsidy claims from operators, filing and general office duties.

**Enquiries:** Ms Taunyane, tel. (018) 388-1152.

**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.**

**Notes:** • Applications must be accompanied by a signed Z83 Form and a recently updated, comprehensive CV, as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered • All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA) • Candidates must indicate the relevant reference number in their applications • 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 • It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department.

**All applications must be forwarded to: The Head of Department, Department of Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Ms NV Sebitloane, Office No 160, 1st Floor, New Head Office Complex (Old Parliament Building), Modiri Molema Road.**

**Closing date: 3 June 2011**

*Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months of the closing date, please accept that your application has been unsuccessful.*

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