



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 01 OF 2019/2020 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. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.

Note: Applications must be accompanied by 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 qualification(s), and ID-document/National Identity card. 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 Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 14/06/2019 AT 15H30

“Together We Move North West Province Forward”



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

POST : **DEPUTY DIRECTOR-MONITORING AND EVALUATION**

REF. NO : **01/2019/20**

SALARY : **Remuneration package of R733 257 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**

REQUIREMENTS: Grade 12 Certificate plus NQF level 6 in Economics/Social Science/Economic Management Science/Administration environment. Five (5) to ten (10) years relevant work experience in strategic planning, monitoring and evaluation of which three (3) years must be at Junior Management level (Assistant Director).Valid driving license.

KNOWLEDGE: Knowledge of Strategic Direction of Government Planning, Monitoring and Evaluation frame works. Knowledge and procedures for auditing programmes Portfolio of Evidence (POE), evaluation programmes/projects. Knowledge of Project Management.

SKILLS: Advanced Computer skills. Facilitation and presentation skills. Report writing skills. Analytical skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Willingness/extensive travelling. Problem solving and decision making skills.

DUTIES: Facilitate development of Departmental Annual Report. Facilitate development of Departmental Quarterly reports and others. Monitor implementation of the annual performance plan and Operational plan. Coordinate and Monitor the implementation of the Departmental MPAT. Manage the Sub Directorate, and key responsibilities of subordinates.

Enq: Mr Moiloa, Tel Nr. (018) 200 8376

DIRECTORATE : **OPERATOR LICENSE AND PERMITS**
POST : **ASSISTANT DIRECTOR: LICENSING
ADMINISTRATION**
REF. NO : **02/2019/20**
SALARY : **R376 596 pa (SL 09)**
CENTRE : **BOJANALA DISTRICT**

REQUIREMENTS: Grade 12 or equivalent plus NQF level 6 in Transport environment. Three (3) to five (5) years working experience in Operating license and permits administration of which two (2) years must be a supervisory level. Valid driving license.
KNOWLEDGE: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Land Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act.
SKILLS: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills ability to work under pressure and long hours.

DUTIES: Managing licensing administration service. Maintaining Public Transport database. Ensuring compliance by Public Transport Associations/Organisations. Managing the provision of support to Public Transport Operations. Managing the provision of secretarial services to the licensing Adjudications Committee. Supervision of staff within the District.
Enq: N Dikobe, Tel Nr (018) 388 5314/16

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **SENIOR ADMINISTRATION OFFICER
(WHITE FLEET MAINTENANCE)**
REF. NO : **03/2018/19**
SALARY : **R316 791 pa (SL 08)**
CENTRE : **NGAKA MODIRI MOLEMA DISTRICT –
MMABATHO**

REQUIREMENTS: Grade 12 Certificate or equivalent plus NQF level 6 in Transport environment. Fleet Management course. Two (2) to Five (5) years relevant working experience in Fleet/Transport Management. **KNOWLEDGE:** Public passenger transport legislation. Public service policies rules and regulations. Knowledge of Fleet Management. Basic Mechanical knowledge. **SKILLS:** Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethics. Self-motivated and reliable. Integrity and honesty. A valid driver's license.

DUTIES: Issue pre authorization number to the service providers. Load turn-downs to ABSA Bank for the Vehicle repairs. Register/File records for vehicles documents such as TSD 139, Quotation and addendum A&B. Facilitate the collection of invoices from various merchants. Ensure the compilation of monthly expenditure reports and their submission. Execute the supervisory role on the supervisees.

Enq: Mr K.G Seagiso, Tel Nr (018 388 9200)

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ACCOUNTING CLERK SUPERVISOR**
REF. NO : **04/2019/20**
SALARY : **R257 508 pa (SL 07)**
CENTRE : **LEHURUTSHE REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS environment. ENaTIS Certificate (Motor Vehicle Registration and Licensing). **KNOWLEDGE:** Knowledge of NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy. Report writing skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Problem solving and decision making skills.

DUTIES: Render the supervision services within the Registering Authorities. Provide and supervise the efficient assistance to customers and other eNaTIS users. Administer the collection of money for registration and licensing of motor vehicle. Reconcile cash collected/ drop box slip against the performed transactions. Ensure that there is enough cash in the float to start the day. Ensure that public funds collected are safely kept during the day. Check transactions documents performed by cashiers against R324 report. Account for all allocated Face Values. Ensure compliance to NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction (RT1194KA). Ensure that necessary equipment and materials are available at all times. Manage the performance and development of staff in the unit. Compile monthly reports.

Enq: Ms I. Senokwane, Tel Nr. (018) 388 1231

DIRECTORATE : **OPERATOR LICENSE AND PERMIT**
POST : **ADMINISTRATION OFFICER: LICENSING ADMIN SUPPORT**
REF. NO : **05/2019/20**
SALARY : **R257 508 pa (SL 07)**
CENTRE : **DR KENNETH KAUNDA DISTRICT**

REQUIREMENTS: Grade 12 Certificate or equivalent plus NQF level 6 in Transport environment or related equivalent qualification coupled with one (1) to two (2) years experiences in Operating licenses and permits administration, liaison with public transport

operators and provincial regulatory entity, transport planning, legislation and policy environment. Valid driving license. **KNOWLEDGE:** Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS:** Computer Literacy, Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. **DUTIES:** Administration of operating licenses/permits, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

Enq: N Dikobe, Tel Nr (018) 388 5314/16

DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**

POST : **ADMIN CLERK (ENATIS HELP-DESK)**

REF. NO : **06/2019/20**

SALARY : **R173 703 pa (SL 05)**

CENTRE : **BOJANALA**

REQUIREMENTS: Grade 12 Certificate or equivalent. One (1) to two (2) years experience in general administration. **KNOWLEDGE:** Public Service Prescripts, Administrative and clerical procedures and systems. **SKILLS:** Computer literacy, Good interpersonal relationship skills, Planning and organizing skills. Report writing skills.

DUTIES: Render general clerical support services within the eNaTIS Help Desk. Perform sensitive transaction as per request from Registering Authorities. Capturing of all approved sensitive transactions. File all captured and checked documents in accordance to the prescribed filing system. Assist members from Registering Authorities with telephonic enquiries.

Enq: Ms M Ramasela, Tel Nr (018) 388 1490

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **ADMINISTRATION CLERK (LOGSHEET DIVISION)**

REF. NO : **07/2019/20**

SALARY : **R173 703 pa (SL 05)**

CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years working experience in Fleet environment. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). Performance Management Development System (PMDS). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship skills and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

DUTIES: Attend and record all submitted log-sheets from various user Departments. Capture submitted log-sheets. Check Vehicle Management System (VMS) reports such as Transaction, Trial and Final report. Attend to queries arising from kilometres. Perform administration duties and filing of captured log-sheets for each vehicle per its file.

Enq: Ms. M.E Mogogane, Tel No. (018) 200 8230

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **CHIEF ARTISAN GRADE A**

REF. NO : **08/2019/20**

SALARY : **R365 646 pa (OSD NOTCHES)**

CENTRE : **NGAKA MODIRI MOLEMA DISTRICT –
MMABATHO WORKSHOP**

REQUIREMENTS: Grade 10 certificate plus Trade Test Certificate in Motor Mechanic. At least three (3) to five (5) years Artisan Foreman position/supervisory level. Valid driver's license code 10 and PDP. **KNOWLEDGE:** Technical analysis knowledge. Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Occupational Health and Safety Act. Must be able to assess state own vehicles. Knowledge of Public Finance Management Act and Treasury Regulations. Public Service Act. Performance Management Development System. **SKILLS:** Basic Computer Literacy. Good communication skills. Interpersonal relations and creativity and innovation. Presentation skills and give guidance on mechanical engineering. Ability to work under pressure and meet deadlines **NB: Grade 12 will be added as an advantage.**

DUTIES: Conduct diagnosis of state own vehicles. Manage road testing for roadworthiness of state own vehicles. Complete TSD 139 for repairs. Recommend vehicles for maintenance and repairs. Attending to reported breakdown services of state own vehicles in the District. Manage subordinates in line with HRM practices.

Enq: Mr K.G Seagiso, Tel No: (018) 388 9200

This is a re advertisement post, candidates who applied previously are encouraged to re- apply.

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ARTISAN PRODUCTION GRADE A**
REF. NO : **09/2019/20**
SALARY : **R179 523 pa (OSD NOTCHES)**
CENTRE : **RUSTERNBURG X 1, NMM X 2**

REQUIREMENTS: Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP. **NB: Grade 12 will be added as an advantage**

KNOWLEDGE: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. **SKILLS:** Problem solving and analysis, Decision making and creativity, Self- Management and Analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.

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

Enq: Mr J. Leew: Tel NO. 014 523 5727

This is a re advertisement post, candidates who applied previously are encouraged to re- apply.

DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **ARTISAN FOREMAN (FLEET MAINTENANCE X 2)**
REF. NO : **10/2019/20**
SALARY : **R211 194 pa (OSD NOTCHES)**
CENTRE : **BOJANALA AND DR. RUTH SEGOMOTSI MOMPATI**

REQUIREMENTS: 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 license code 10 and PDP. **NB: Grade 12 will be added as an advantage.**
KNOWLEDGE: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook Disciplinary code. **SKILLS:** People management skills and management of technical services.

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 quotations 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 J. Leew: Tel NO. 014 523 5727

This is a re advertisement post, candidates who applied previously are encouraged to re- apply.