



dcstm

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



Tirelo Building, Albert Luthuli Drive,
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HUMAN RESOURCE MANAGEMENT

VACANCY CIRCULAR NO. 02 OF 2022/2023 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. Tel no; 018 200 8258

Compliance Note: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details. Copies of your educational qualifications must be attached. *Such copies need not be certified when applying for the post. 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 above 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.

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). Positions requiring tertiary qualification/s must be accompanied by 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. 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 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

CLOSING DATE: 26/08/2022 AT 15H30

"Let's Grow North West Together"



DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION

REF NO. : 26/2022/23

SALARY : Remuneration package of R744 255 per annum. The inclusive remuneration package consists of a basic salary, 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 employee contract.

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus, a Three-years National Diploma/Bachelors Degree/ (NQF level 6) as recognised by SAQA in Human Resource Management/Public Management /Public Administration or related relevant qualification. Five (5) to ten (10) years in-depth experience in the Human Resource Administration environment, of which three (3) years must be at Junior Management (Assistance Director) Level in Human Resource Administration. PERSAL Personnel and Leave Administration certificates are mandatory. A valid driving license. **KNOWLEDGE:** understanding of Public Service Act 1994 as amended, Public Service Regulations 2016, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations, Code of Conduct in the Public Service, Labour Relations Act, Employment Equity Act, Government Employee Pension Fund Law of 1996, Human Resource Management Policies & practices, Public Service Coordinating & Bargaining Council Resolutions, Vetting strategy, Performance Management and Development System (PMDS). Determination of Leave of absence in the Public Service, administration of Government Employee Housing Scheme (GEHS), Government Employee Medical Aid Scheme (GEMS). National & Provincial PERSAL policies. PERSAL access Security system. Employee Records Management & Archival systems. **SKILLS:** Ability to interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Ability to work under pressure, independently, and must be willing to work irregular hours. Analytical, Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Ability to perform on PERSAL system, and as PERSAL controller. Pension Case Management system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL & PowerPoint etc). Excellent communication skills (written and verbal).

DUTIES: Develop, and review Human Resources Administration policies. Develop guidelines and procedures to ensure appropriate recruitment and selection process within the department. Oversee management and implementation of Human Resource Administration policies and procedures with regard to Recruitment, Selection Processes, and Conditions of service benefits. Manage the placement of job advertisements on relevant advertising media. Development and monitoring of recruitment project plan. Facilitation of appointments on PERSAL system. Management of the life cycle events of employees with regards to promotions, transfers, relocations & movements etc. Facilitate Personnel suitability checks (References/pre-employment screening/ security clearance and verification of qualifications). Provide technical advice on matters affecting recruitment, selection, and Conditions of service benefits in the department. Facilitate the request for approval of retention of personnel. Provide support services and advise to Senior Managers and Middle Managers on the benefits and implications of structuring salary packages. Manage conditions of service benefits - (Service terminations, Leave management, Resettlements, Long service award & discounting, Leave gratuity, Overtime and other remunerative allowances etc). Ensure effective implementation of Housing allowance in terms of directive on Government Employee Housing Scheme (GEHS). Facilitating administration of pension benefits in terms of Pension Laws. Ensure compliance to DPSA & National Treasury (PERSAL) prescripts, by executing functions for HRM controlling in the PERSAL system, allocating PERSAL users security access. Registering of System Change Control (SCC). Attend and respond to Audit requirements & findings, develop audit action plans, and address audit findings on matters affecting the recruitment, selection and conditions of service benefits. Oversee turn-around times on submissions, on matters affecting recruitment, selection process & Conditions of service benefits, and take remedial steps. Contribution to reports (Risk Register, operational plan, Audit committee, Annual performance plans, Anti-corruption & Ethics, Procurement/Demand plans etc). Ensure effective and efficient employee records management. Maintain discipline and facilitate training of officials in the sub-directorate. Performance Management & development in the sub-directorate.

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



DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY

POST : DEPUTY DIRECTOR: RECORDS MANAGEMENT

REF NO. : 27/2022/23

SALARY: Remuneration package of R744 255 per annum. The inclusive remuneration package consists of a basic salary, 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 employee contract.

CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma or Bachelors Degree in Records Management, Information Science or related qualification. Five (5) to Ten (10) years relevant working experience in records management environment of which three (3) years must be at a Junior management level (Assistant Director). Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. **KNOWLEDGE:** Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). Ability to work under pressure. A valid drivers' licence. Sound written and verbal communication skills.

DUTIES: Coordinate records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in the department. Coordinate the systematic records disposal programme. Supervise Records Management staff. Develop, implement and maintain the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal information Act, and Promotion of Access to Information Act / Manual. Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government policies, acts and prescripts.

Enq: Mr S Matlhako, Tel. Nr 018 388 3697



DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : ASSISTANT DIRECTOR- GOVERNMENT FLEET ADMINISTRATION SERVICES
REF NO. : 28/2022/23
SALARY : R477 090 p.a (SL 10)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS : Grade 12 or equivalent, plus three years National Diploma/Bachelor's Degree in Public Administration/Administration/Transport Management environment or equivalent. Three (3) to Five (5) years relevant working experience in Government Fleet Management, of which Two (2) years must be at Supervisory Level. Unendorsed Driver's license EB. **KNOWLEDGE:** Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies. Rules and regulations including inter alia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in-depth knowledge of accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. **SKILLS:** Computer literacy (Microsoft Office, Vehicle Management System); policy development. Interpretation and implementation. Presentation skills; Ability to work independently and under pressure; ability to serve and communicate with government executive management; Proven management ability and attributes of dynamic leadership skills; Ability to maintain positive interpersonal relations and to work well as part of a team; Problem solving abilities. Proven skills in report writing, Basic accounting skills relating to management of budget compilation; excellent verbal and written communication skills.

DUTIES: Maintain credible Fleet Asset Register. Render Fleet Procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedure manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Deputy Director. Manage the activities of the Sub – Directorate, Fleet Services. Introduce system of internal control to prevent the incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline.
Enq: Mr TP Mosiane: Tel (018) 200 8072



DIRECTORATE : **TRANSPORT PLANNING AND POLICY DEVELOPMENT**
POST : **ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION**
REF NO. : **29/2022/23**
SALARY : **R477 090 p.a (SL 10)**
CENTRE : **NGAKA MODIRI MOLEMA DISTRICT**

REQUIREMENTS: Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Transport Economics/Transport Management Environment. Three (3) to Five (5) years' experience in Land Transport Planning Processes, Legislation and Policy Development environment, of which two (2) years must be at supervisory level. Project Management Course will be an added advantage. Valid Code EB (08) Driver`s License.

KNOWLEDGE: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy 1996. 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 and 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. To coordinate, update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the Provincial, District and Local Municipalities Transport Forums. Manage migration of integrated Transport plans into Municipal Integrated Development Plans. Manage integration of Transport planning and Land-use planning and management. 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 coordination. 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. Support the Directorate on Administration and management of the Division. Transport planning and coordination responsible for Ngaka Modiri Molema District Municipality through periodic development, monitoring and assessment of the managed. Coordinate transport planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated budget of Projects.

Enq: Mr S Molotsi, Tel. Nr 018 200 8198



DIRECTORATE: **LAW ENFORCEMENT**
POST : **CHIEF PROVINCIAL INSPECTOR**

This is a Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest.

REF NO : **30/2022/23**
SALARY : **R477 090 p.a (SL10)**
CENTRE : **BAPONG TRAFFIC CONTROL CENTRE, GANYESA AND
MOGWASE TRAFFIC STATIONS**

REQUIREMENTS: Grade 12 certificate or equivalent, the Basic Traffic Diploma, with Three years Tertiary qualification/National Diploma/ Bachelors Degree or Relevant equivalent qualification. Three (3) to five (5) years supervisory experience. Seven (7) to ten (10) years working experience in the Road Traffic Law enforcement field. A valid relevant driving license (A and EC), and no criminal record. **KNOWLEDGE:** Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations, Vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organizing; leading; controlling; people management. verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational /Project Management.

DUTIES: Manage the enforcement of Road Traffic, Public Passenger, Transport Legislations and other relevant legislation. Manage joint law enforcement activities and projects (cooperative governance). Manage the risks on Public Roads. Manage the performance of all administrative and related duties. Promote Road Safety through effective and efficient law enforcement by effective leadership and supervision of subordinates.
Enq: Mr. P J Stone, Tel Nr. (018) 381 9110/9104



DIRECTORATE: LEGAL SERVICES
POST : SENIOR LEGAL ADMINISTRATION OFFICER –MR 6
REF NO. : 31/2022/23
SALARY : R480 927 p.a (OSD)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least Eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driving license and willingness to travel. **KNOWLEDGE:** Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. **SKILLS:** Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.

DUTIES: Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.

ENQ: Mr PSP Namate, Tel no. 018 200 8165/7



DIRECTORATE: ROAD SAFETY MANAGEMENT
POST : ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION
REF NO. : 32/2022/23
SALARY : R 382 245 p.a (SL 09)
CENTRE : DR KENNETH KAUNDA- POTCHEFSTROOM

REQUIREMENTS: Grade (12) certificate or equivalent plus three (3) year National Diploma/Bachelors Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. A postgraduate degree with research will be added as an advantage. Three (3) to Five (5) years relevant working experience in Road Safety Management/ Education and Communications field environment of which two (2) years must be at supervisory level. Code 08/ EB Driver`s License. **KNOWLEDGE:** 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: Manage the implementation of Road Safety Education Programmes and projects. Manage the Implementation of Road Safety awareness campaigns and community engagement projects. Identify and analyses Road Safety needs within the District. Identify and interact professionally and effectively with diverse stakeholders within the District

Enq: Ms S Tsoeute, Tel. Nr 018 293 6540



DIRECTORATE: SUPPLY CHAIN MANAGEMENT
POST : ASSISTANT DIRECTOR- ACQUISITION MANAGEMENT
REF NO. : 33/2022/23
SALARY : R 382 245 p.a (SL 09)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus three (3) year National Diploma/Bachelors Degree in Public Administration /Public Management/Supply Chain Management/Logistic Management/Financial Management or related. Three (3) to Five (5) years work experience in Supply Chain Management, preferably in Acquisition Management Unit of which two (2) years must be at supervisory level. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act. **SKILLS:** Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.

DUTIES: Develop, design, implement and manage acquisition management processes and systems as well as internal controls, and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with the policies and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsible managers to ensure compliance with Supply Chain Management prescripts and guideline. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System.

Enq: Mr. Siphon Maduma 018 200 8058



DIRECTORATE: HUMAN RESOURCE MANAGEMENT
POST : ASSISTANT DIRECTOR: CONDITIONS OF SERVICE
REF NO. : 34/2022/23
SALARY : R 382 245 p.a (SL 09)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent, plus three (3) year National Diploma/Bachelors Degree in Human Resource Management/Public Management/Public Administration or equivalent relevant qualification. A Three (3) to Five (5) years working experience in Conditions of Service benefits of which two (2) years must be at supervisory level in Conditions of Service benefits. PERSAL Certificate in Leave and PERSAL Personnel Administration are mandatory. A valid driving license. **KNOWLEDGE:** Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, Labour Relations Act, Government Employee Pension Fund Law of 1996, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC Resolutions, Determination on Leave of absence in the Public Service, Government Employee Housing Scheme(GEHS), Government Employee Medical Aid Scheme(GEMS). On-line submission of Pension applications on Pension Case Management(PCM). **SKILLS:** Ability to interpret Policies. Practical experience in PERSAL System, and Pension Case Management. Skilled in the Micro-Soft Word, EXCEL & PowerPoint. Excellent communication skills (written and verbal). Ability to work under pressure, independently, in a team and working awkward hours. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.

DUTIES: Develop, implement and review HRM policies related to Conditions of service benefits. Manage and monitor the implementation of conditions of service and benefits such as Leave, resettlement, medical aid, long service award & recognition, leave gratuity, housing allowance, overtime etc in terms of applicable PSCBC resolutions. Auditing capped leave days & conduct leave reconciliation process. Monitor PERSAL Suspense file. Prepare requests for registering of System Change Control (SCC). Manage the implementation of service termination process and exit interviews. General administration of Pension matters. Process admission to Government Employee Pension Fund. Administer processing of nomination of beneficiaries. Effective and timeous approval, and authorisation of Persal transactions. Effective On-line approval of Pension Case Management transactions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports with regard to operational plans, Risk management registers, and Audit Action plans etc. Manage human resources administration enquiries to ensure the correct implementation of Human Resource Management policies and practices.

Enq: VT Leteane, Tel. no.018 200 8056/55



DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY
POST : ASSISTANT DIRECTOR: EMPLOYEE RECORDS
REF NO. : 35/2022/23
SALARY : R 382 245 p.a (SL 09)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma / Bachelors Degree in Records Management, Information Science or related qualification. Three (3) to Five (5) years relevant working experience in records management environment of which two (2) years must be at supervisory level. Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. A valid driving licence. **KNOWLEDGE:** Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA). **SKILLS:** Ability to work under pressure. Sound written and verbal communication skills.

DUTIES: Organise records management related services in the department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct inspections on employee records. Implement the systematic records disposal programme. Supervise Records Management staff. Implement the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal Information Act and Promotion of Access to Information Act / Manual.
Enq: Mr S Matlhako, Tel. Nr 018 388 3697



DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

POST : **ASSISTANT DIRECTOR (NaTIS AUDIT TRANSACTION)**
REF.NO : **36/2022/23**
SALARY : **R 382 245 p.a (SL 09)**
CENTRE : **HEAD OFFICE -MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent, plus a three (3) year National Diploma/Bachelors Degree in Public Administration /Internal Audit or related. Three (3) to five (5) years working experience in NaTIS environment, of which three (3) years must be at supervisory level. Valid driving Licence. **KNOWLEDGE:** National Traffic Information System, Public Finance Management Act, National Road Traffic Act, Treasury Regulations, Municipal Finance Management Act, and Performance management development system. **SKILLS:** Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, ability to work in a team as well as independently. Decision making

DUTIES: Manage the performance of NaTIS Transactional and procedural audit at all registering authorities, and driving licence testing centre. Conduct schedule inspections at all registering authorities to ensure compliance with National Road Traffic Act. Compile management report on the findings/outcome of audits inspections. Conduct periodic and /or adhoc audits on implementation of service level Agreement and Provincial NaTIS director. Manage key responsibilities of the subordinate

Enq: Ms Eunice Leeuw Tel no. 018 388 1109



DIRECTORATE: **TRANSPORT ADMINISTRATION AND LICENSING**

POST **:** **ASSISTANT DIRECTOR (NaTIS REVENUE RECONCILIATION)**

REF.NO **:** **37/2022/23**

SALARY **:** **R 382 245 p.a (SL 09)**

CENTRE **:** **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Public Administration/Financial Management or related. Three (3) to five (5) years working experience in NaTIS Revenue Reconciliation environment, three (3) years must be at supervisory level. Valid driving Licence.

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

DUTIES: Manage accounts and control all NaTIS Revenue collected. Manage and compile monthly and quarterly reports from system generated information. Manage the compilation of revenue collection certificate. Perform general administration duties in support of registering authorities. Ensure the performance of reconciliation functions in relation to RTMC levies. Render the NaTIS revenue reconciliation support services to Registering Authorities and Drivers Licence Testing Centres (DLTC's). Manage the audit process in relation to the NaTIS revenue. Manage key responsibilities of staff within the division

Enq: Ms Eunice Leeuw Tel no: 018 388 1109



DIRECTORATE: OPERATOR LICENSE AND PERMITS
POST : ASSISTANT DIRECTOR – OPERATOR LICENCE & PERMITS
REF : 38/2022/23
SALARY : R 382 245 p.a (SL 9)
CENTER : MAHIKENG - NGAKA MODIRI MOLEMA DISTRICT

REQUIREMENTS: A Grade 12 Certificate or equivalent, plus a three years National Diploma/Bachelor's Degree in Transport Management environment or related. Three (3) to Five (5) years relevant working experience in Operator License and Permits, of which Two (2) years must be at Supervisory Level. Valid driving license (Code 8).
KNOWLEDGE: Knowledge of the National Land Transport Act No.5 of 2009 and National Land Transport Regulations of 2009, Public Finance Management Act (PFMA), Revenue Act, Public Service Act and Regulations. Knowledge of Public Service Prescripts. **SKILLS:** Computer literacy (familiar with the use of Operating License Administration System(OLAS) and Registration Administration System (RAS) and Natis). Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Filing system skills. Creative, Assertive and Confident approach. Reliable and ability to work under pressure and Ability to work as an individual and as a team.

DUTIES: Administer, monitor and oversee the business flow of the district. Prepare and advise the Provincial Regulatory Entity (PRE) on all matters to be adjudicated including Transport Appeal Tribunal (TAT) matters. Offer Secretariat services to PRE. Compile monthly and quarterly reports. Administer and report on the usage of face values. Daily review of Operating License Administration System (OLAS) report, and verify whether all cash received has been deposited accordingly. Once every week prepare statistics of number of operating licenses issued and consolidate at the end of the month. Supervise key performance of the managed.

Enq: B Bopalamo 018 3819100



DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST : ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY

This is a Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest.

REF : 39/2022/23

SALARY : R382 245p.a (SL 9)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent, plus Three (3) years Tertiary qualification in Human Resource Management/ Public Administration /Public Management or related qualification. Three to five (3 – 5) years practical experience in the Human Resource Planning and Employment Equity Environment. Two (2) years experience at Supervisory level in the Human Resource Planning and Employment Equity Environment. At least Introduction to the PERSAL system certificate should be attached. **KNOWLEDGE:** Knowledge and experience in the application of prescripts/ legislative frameworks that govern Human Resource Management in the Public Service Environment, including but not limited to the Employment Equity Act 55 of 1998. Knowledge of the PERSAL System. **SKILLS:** Excellent verbal and written communication skills, problem solving and computer literacy. Strong planning, coordination and presentation skills. Analytical/ innovative thinking, problem solving skills and Excel Spreadsheets.

DUTIES: Development and review of policies related to the HR Planning and Employment Equity functions. Develop Standard Operating Procedures related to HR Planning and Employment Equity. Develop and Monitor the MTEF HR Plan and submit to the relevant oversight bodies. Facilitate the establishment of the HR Planning Committee in line with the prescribed prescripts and ensure that meetings take place. Develop the Human Resource Plan Implementation Report in line with the prescribed directives. Submit the HR Plan Implementation Report to the relevant oversight bodies. Develop and review the Employment Equity Plan of the Department. Facilitate the establishment of the Employment Equity Committee and ensure that meetings take place. Ensure that the set targets are met in terms of the Employment Equity Plan. Compilation of monthly, quarterly and annual reports relating to HR Planning and Employment Equity. Develop and manage the Public Administration Delegation of Powers and keep the Delegation Registers in line with the relevant prescripts. Submit all reports related to the Delegations of Power to the respective oversight bodies. Management and development of key responsibilities of employees related to the HR Planning and Employment Equity.

Enq: Mr BP Motshabi Tel no: 018 200 8270



DIRECTORATE: HUMAN RESOURCE MANAGEMENT
POST : SENIOR PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM)
REF NO. : 40/2022/23
SALARY : R 321 543 p.a (SL 08)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent, and three (3) years National Diploma/Bachelors Degree in Human Resource Management/Public Administration/Administration/Management or related. Two (2) to Five (5) years working experience in performance management development system. PERSAL (Personnel Administration certificate is required). Valid endorsed driving License. **KNOWLEDGE:** Knowledge of Public Service Regulation and other relevant prescripts. Skills Development Act, Labour Relation Act. PMDS policy and other applicable legislations. Assessment process and technique. **SKILLS:** Computer skills. Data analytical skills, Conflict Management and report writing skills. Ability to maintain positive interpersonal relations and work as team. Ability to conduct training and presentations especially down the Districts including Head Office. Good communication skills. Creative, innovative, self-motivated and reliable. Ability to work under pressure and independently. Extensive driving specifically on the respective districts including Head Office for the smooth implementation of the PMDS.

DUTIES: Conduct training (briefing sessions) on PMDS in line with the PMDS policy and regulatory framework. Assist on the development of PMDS Tools, Conduct Quality Assurance on PMDS documents. Coordinate Moderation processes, Coordination of probations. Compile submission for all moderated documents together with the probationary documents for approval. Assist in record keeping of employee's assessment and compile data on assessments statistics. Compile monthly, quarterly and annual reports. Advice managers and supervisor on PMDS policy of the Department. Logistical arrangements for the moderations for levels 2-12. Serve as a technical adviser during the moderations and Appeal sittings. Monitoring of the PMDS for the smooth implementation of such. Supervise the key responsibilities of the Managed. Attend to all queries related to PMDS matters

Enq: Ms MN Gae, Tel. Nr (018) 200 8257



DIRECTORATE: STRATEGIC PLANNING, MONITORING AND EVALUATION
POST : SENIOR ADMINISTRATIVE OFFICER - MONITORING AND EVALUATION
REF NO. : 41/2022/23
SALARY : R 321 543 p.a (SL 08)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Public Management/Business Administration or equivalent qualification at (NQF level 6) as recognized by SAQA. Two (2) to Five (5) years working experience in Monitoring and Evaluation environment. Qualification in Monitoring and Evaluation will be an added advantage. A valid driving license. **KNOWLEDGE:** Knowledge in National Monitoring and Evaluation Frameworks., Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Code of conduct, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele). Knowledge in administrative procedures and systems. Basic knowledge of financial administration. **SKILLS:** Listening skills. Presentation skills .Analytical thinking. Interpersonal relations. Computer skills. Strategic planning skills. Organisational skills. Research skills. Analytical skills. Leadership skills. Time management. Report writing skills. Problem solving skills. Communication skills. Conflict management skills. People management skills. Relationship Management. Decision Making. Facilitation skills.

DUTIES: Collection and collation of performance information. Monitoring and validation of performance information. Monitor the implementation of the operational plan, and the annual performance plan. Assist in the compilation of monthly, quarterly and annual reports. Assist in the analyses of reports from Programmes. Analysis of performance and trends against planned targets and milestones. Capturing of reported performance information in to the Provincial and EQPR systems. Management of resources and administrative related duties.

Enq: Mr M Moiloa, Tel. Nr 018 200 8376



DIRECTORATE: HUMAN RESOURCE MANAGEMENT
POST : SENIOR PERSONNEL PRACTITIONER (RECRUITMENT AND SELECTION)
REF NO. : 42/2022/23
SALARY : R 321 543 p.a (SL 08)
CENTRE : HEAD OFFICE -MAHIKENG

REQUIREMENTS: Grade 12 or equivalent, plus Three years National Diploma /Bachelors Degree in Human Resource Management/Public Administration/ Public Management or equivalent relevant qualification . Two (02) to Five (5) years relevant working experience in Recruitment and Selection environment. PERSAL Personnel Administration certificate is mandatory. **KNOWLEDGE:**, Pubic Service Act, Public Service Regulations 2016, Employment Equity Act, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC & GPSSBC Resolutions. PERSAL Procedure Manual & policy. In-depth knowledge into Recruitment and Selection practices. **SKILLS:** Ability to interpret and apply Public Service policies. Work under pressure & abnormal hours. Analytical, initiative, organizing, planning, presentation and stakeholder liaison skills. Report writing skills. Excellent communication skills (written and verbal), Ability to adhere to strict deadlines. Practical experience in PERSAL System. Ability to work independently and within a team, ability to work under pressure and meet tight deadlines, Micro-Soft Word, EXCEL& PowerPoint etc. Self-motivated and reliable, able to manage conflict & resolutions, negotiation skills. Good working relationships & good interpersonal relations.

DUTIES: Management of Recruitment and Selection processes. Management of secondments, transfers and relocation of personnel. Manage appointments of Staff on PERSAL System. Perform approval of PERSAL transactions on Persal System. Monitor faulty & rejected transactions and apply remedial actions. Attend to details of applicants in terms of Personnel Suitability checks. Prepare monthly, quarterly, and annual reports on Recruitment and Selection activities. Ensure structuring of salary packages of Middle Management Service (MMS), and Senior Management Services (SMS) members are attend to. Attend to Auditor General, Internal Auditors requests and address audit exceptions. Administer verification of qualification for all employees appointed. Ensure employee records generated are filed and well kept. Maintain discipline of the supervisees. Manage Performance and Development of sub-ordinates.

Enq: Ms VT Leteane, Tel no; 018 200 8056/55



DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**

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

REF : **43/2022/23**

SALARY : **R 321 543 p.a (SL 08)**

CENTRE : **NGAKA MODIRI MOLEMA - MOLOPO REGISTERING AUTHORITY**

REQUIREMENTS: Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Public Administration/Management/Financial Management or related. Two (2) to Five (5) years working experience in NaTIS Motor Vehicle Administration environment. Valid driving Licence. **KNOWLEDGE:** Knowledge of Public Finance Management Act, National Road Traffic Act, Treasury Regulations, and other Public Service related legislations. **SKILLS:** Good Communication (Verbal and written), Report writing and Computer Literacy skills. Presentation skills and good interpersonal relationship, Problem solving, decision making, Planning and organising ability to work in a team as well as independently

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

Enq: Ms I Senokwane, Tel Nr: 018 388 1231



DIRECTORATE : **GOVERNMENT MOTOR FLEET**
POST : **SENIOR ADMINISTRATIVE OFFICER (MOTOR VEHICLE ACCIDENT MANAGEMENT)**

This is a Re-advertisement; candidates who applied previously are encouraged to re-apply should they still have interest

REF. NO : **44/2022/23**
SALARY : **R 321 543p.a (SL 08)**
CENTRE : **HEAD OFFICE –MAHIKENG**

REQUIREMENTS: A Grade 12 Certificate or equivalent, plus three years National Diploma/Bachelor's Degree in Public Administration /Management/Transport Management or related. Two (2) to Five (5) years relevant working experience in motor vehicle Accidents. Valid driving license. **KNOWLEDGE:** Knowledge of Public Service Prescripts. Knowledge of Public Finance Management Act, Treasury Regulations. Knowledge of Transport Circular No.4 of 2000. Knowledge of Road Traffic Management Act. **SKILLS:** Computer literacy. Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Ability to work as an individual and as a team.

DUTIES: Administration of motor vehicle accidents with regard to pool vehicles within the Province. Referral of Motor vehicle accidents matters to legal services for legal opinion. Organizing and attending consultation of all motor vehicle accidents within the province as per request from Legal Service and the Office of the State Attorney. Sourcing and submission of any information requested by legal services, and the Office of the State Attorney. Completion of stop order forms and acknowledgement of debt. Perform any other administrative duties that would assist in improving service delivery. Provide Supervisory duties.
Enq: P Mosiane, Tel no; 018 200 8072



DIRECTORATE: ROAD SAFETY MANAGEMENT
POST : PRINCIPAL ROAD SAFETY OFFICER
REF NO. : 45/2022/23
SALARY : R 321 543 p.a (SL 08)
CENTRE : DR KENNETH KAUNDA- WOLMARANSSTAD

REQUIREMENTS: Grade (12) certificate or equivalent, plus three (3) years National Diploma/Bachelors Degree in Education/Communications with specialization in Road Safety Management/Road Traffic Safety Education or equivalent. Two (2) to Five (5) years working 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.

DUTIES: Supervise the implementation of Road Safety Education Programmes. 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.

Enq: Ms S Tsoeute, Tel. Nr 018 293 6540



DIRECTORATE : **MANAGEMENT ACCOUNTING**
POST : **SENIOR STATE ACCOUNTANT (BUDGET CONTROL)**
REF NO. : **46/2022/23**
SALARY : **R 321 543 p.a (SL 08)**
CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent, and three (3) years National Diploma/Bachelors Degree in Accounting or Auditing. Two (2) to Five (5) years relevant working experience in Budgeting and expenditure management. **KNOWLEDGE:** Knowledge of Public Finance Management Act, Treasury Regulations, Financial Systems(Walker/BAS,- Vulindlela) and other policies and Directives of the Department. Public Service Regulations and other relevant prescripts. **SKILLS:** Computer skills. Good communication skills. Report writing and Computer skills in financial reporting. Ability to interpret policies. Facilitation and presentation skills.

DUTIES: Provide support with regard to planning and budgeting process within the Department. Ensure effective implementation of the budget procedure manual and assist in formulating norms and guidelines for all budgeting responsibilities and provide advice in costing of projects and other budgeting processes. Ensure that budget is captured on BAS System, adjustments estimates including funds shifts as well as roll over funds. Prepare monthly early warning reports (in year monitoring) and identify budget deviation and report the projected shortfalls. Manage key performance responsibilities of the managed.

Enq: Ms W Khunou, Tel. Nr (018) 200 8142



DIRECTORATE: **LAW ENFORCEMENT**
POST : **PRINCIPAL PROVINCIAL INSPECTOR**
REF NO : **47/2022/23**
SALARY : **R 321 543 p.a (SL8)**
CENTRE : **BRITS X 3, & RUSTENBURG x 1 TRAFFIC STATION**

REQUIREMENTS: Grade 12 certificate or equivalent, plus Basic Traffic Diploma from registered Traffic College. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/ impoundment. Completion of law enforcement documents. **SKILLS:** Computer skills , Records management, Customer relationship management, Planning, Organising, Leading, Controlling and people management, Verbal and written communication skills, Decision making, Problem solving, Report writing and labour relations, Driving skills, Investigation skills and motivational skills. Innovation/creativity skills, Operational /project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop Traffic Law Enforcement officials.

Enq: Mr P J STONE, Tel Nr. (018) 381 9110/9104



DIRECTORATE: LAW ENFORCEMENT
POST : PRINCIPAL PROVINCIAL INSPECTOR
REF NO : 48/2022/23
SALARY : R 321 543 p.a (SL8)
CENTRE : VRYBURG, CHRISTIANA TRAFFIC STATION

REQUIREMENTS: Grade 12 certificate or equivalent, plus Basic Traffic Diploma from registered Traffic College. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislations. Vehicle inspections/ impoundment. Completion of law enforcement documents. **SKILLS:** Computer skills, Records management, Customer relationship management, Planning, Organising, Leading, Controlling and people management, Verbal and written communication skills, Decision making, Problem solving, Report writing and labour relations, Driving skills, Investigation skills and motivational skills. Innovation/creativity skills, Operational /project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop Traffic Law Enforcement officials.

Enq: Mr P J STONE, Tel Nr. (018) 381 9110/9104



DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **49/2022/23**

SALARY : **R261 372 p.a (SL 7)**

CENTRE : **MOGWASE, RUSTENBURG, BAPONG TRAFFIC CONTROL CENTRE**

REQUIREMENTS: Grade 12 plus Basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the Road Traffic Management field. A valid driving licence and no criminal record.

KNOWLEDGE: Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with 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. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

Enq:Mr P J STONE, Tel.Nr. (018) 381 9110/9104

DIRECTORATE: **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **50/2022/23**

SALARY : **R261 372 p.a (SL 7)**

CENTRE : **TAUNG TRAFFIC STATION**

REQUIREMENTS: Grade 12 plus Basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record.

KNOWLEDGE: Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with 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. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

Enq:Mr P J STONE, Tel.Nr. (018) 381 9110/9104



POST : **SENIOR PROVINCIAL INSPECTOR (TRAFFIC LAW ENFORCEMENT OPERATIONS AND DUTIES)**

REF.NO : **51/2022/23**

SALARY : **R261 372 p.a (SL 7)**

CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12 plus Basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record.

KNOWLEDGE: Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with 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. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.

Enq: Mr P J STONE, Tel.Nr. (018) 381 9110/9104

DIRECTORATE: **SUPPLY CHAIN MANAGEMENT**

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

REF NO. : **52/2022/23**

SALARY : **R 261 372 p.a (SL 07)**

CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS; Grade 12 certificate or equivalent, plus three(3) years National Diploma/Bachelors Degree/ NQF level 6/ or equivalent Qualification in Public Administration/ Management/Supply Chain Management/ Logistic Management/Financial Management or related. Two (2) to Three (3) years working experience in Supply Chain Management, preferably in Acquisition Management Unit. **KNOWLEDGE:** Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPR 2017, PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public Service Regulations Act. **SKILLS:** Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.

DUTIES: To serve as Departmental Bid Committees Secretariat. Evaluate quotations in terms of the preferential procurement regulations 2017. Implement tender administration, to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database, develop and manage employee's performance in accordance with the Employee Performance Management and Development System.

Enq: Ms L Motlhamme, Tel.Nr 018 200 8416



DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : ADMINISTRATION CLERK SUPERVISOR
REF NO : 53/2022/23
SALARY : R 261 372p.a (SL 7)
CENTRE : BOJANALA - RUSTENBURG

REQUIREMENTS: Grade 12 Certificate or equivalent. Three (3) to Five (5) years working experience in Government Motor Fleet management field. A valid driver's license. **KNOWLEDGE:** Basic knowledge and understanding of the legislative framework governing the Public Service, Understanding of Public service policies, rules and regulations, Understanding of the PFMA (Treasury regulations, and other related prescripts), Basic knowledge of Performance Management Development System (PMDS), Good verbal and written communication skills, Time management, Office management, Knowledge of the fleet administration and management, Have extensive knowledge of computer software. **SKILLS:** Computer literacy, Analytical and problem solving, Creativity and innovation, Good communication and interpersonal relations skills, Ability to maintain positive interpersonal relations and work as a team, Ability to work independently and under pressure.

DUTIES: The provision and co-ordination of administrative services. Administration of vehicles maintenance repairs, liaising with the bank, merchants & user departments. Compile and submit monthly expenditure reports to management, and Head Office. Record keeping. Provide personnel administration services and supervision of staff members.

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

DIRECTORATE: TRAFFIC LAW ENFORCEMENT
POST : ADMINISTRATION CLERK SUPERVISOR
REF. NO : 54/2022/23
SALARY : R 261 372 p.a (SL 07)
CENTRE : NGAKA MODIRI MOLEMA –DITSOBOTLA TRAFFIC STATION

REQUIREMENTS: Grade 12 Certificate or equivalent. Three (3) to Five (5) years clerical experience in Traffic Law Administration. Traffman and Cash Receiving Certificate is mandatory. **KNOWLEDGE:** Knowledge of Public Service Prescripts. Knowledge of Traffman. Knowledge of Performance Management Development System. **SKILLS:** Planning, facilitation and coordination skills. Report writing skills. Computer literacy. Verbal and written Communication Skills. Flexibility. Teamwork.

DUTIES: Supervise and render general clerical support service. Supervise and provide supply chain and personnel administration support services within the Station. Administer the capturing of traffic fines (J534), court cases and accidents reports in the system and attend to their enquiries. Consolidate Court Roll from Traffman. Supervise and provide financial administration support services within the station. Supervise key responsibilities of sub-ordinates.

Enq: JM Ntamu, Tel; 018 381 9184



DIRECTORATE: SECURITY AND FACILITIES MANAGEMENT
POST : ADMIN CLERK SUPERVISOR (TRANSPORT MANAGEMENT)
REF NO. : 55/2022/23
SALARY : R 261 372 p.a (SL 07)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent with Three (3) to Five (5) years work experience in Transport management environment. Minimum valid category B driving licence. **KNOWLEDGE:** Knowledge of transport management policies. Knowledge of clerical duties and working procedures. Knowledge of Public Service Regulation and other relevant prescripts **SKILLS:** Computer literacy. Good communication and writing skills. Presentation skills. Good interpersonal relationship and organizing skills

DUTIES: Receive, check and ensure duly completed trip authority, and are registered on allocation register. Allocate vehicles electronically on weekly basis. Ensure conducting of pre and post inspection of vehicles on weekly basis .Conduct debriefing post trip of each journey undertaken. Keep, maintain and manage fuel cards for Head Office vehicles. Recall and surrender pool vehicles for maintenance and repairs. Receive and timeously renew license disks. Receive and check all accident forms for compliance. Timeously surrender all vehicles involved in accident for repairs. Receive, check and capture monthly log sheets for head office. Compile and submit reports on log sheet on non submission and nil returns for Head office. Reconcile VMS report for head Office. Receive and verify all new applications for scheme A & B vehicles. Conduct inspections on newly procured scheme A vehicles .Keep and update scheme A & B asset register. Ensure timeous submissions of scheme A & B log sheets to service provider/ salary for capturing .Verify and reconcile kilometers travelled against destinations for petrol claims for scheme A & B vehicles. Perform all administrative activities and related duties. Supervise Human Resource.

Enq: Mr J Ngwenya, Tel. Nr 018 200 8392



CHIEF DIRECTORATE: CORPORATE SERVICES

POST : ADMIN OFFICER- GENDER FOCAL POINT AND DIVERISTY MANAGEMENT

REF NO. : 56/2022/23

SALARY : R 261 372 p.a (SL 07)

CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade (12) certificate or equivalent, plus three (3) years National Diploma /Bachelors Degree in Public Management & Governance, Humanitarian Studies, Psychology, Social Sciences, Certificate in Gender/Youth Development/ Disability studies or related field or equivalent qualification. Two (2) to Three (3) years working experience in special programme or related environment. **KNOWLEDGE:** Sound knowledge of relevant legislations and policies, Transformation agenda in the public service, knowledge of International conventions/agreements on targeted groups. **SKILLS:** Excellent communications (written and verbal) skills, Good interpersonal skills, proven presentation skills, financial management and leadership skills, project management skills, Computer literacy (MS word, MS Power point, Ms Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, Human relation skills, Problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.

DUTIES: Support the compliance with National and Provincial Policy Framework on transformation programmes (Gender, youth, Children, Older persons and People with disabilities). Coordinate implementation of Employment Equity in the Department. Provide administrative support for implementation of transformation workshops awareness programmes and meetings. Facilitate and identify transformation programmes and empowerment interventions. Support the implementation of transformation programmes and activities. Facilitate, monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.

Enq; Ms G Tshepe, Tel. Nr 018 200 8152



DIRECTORATE: **MANAGEMENT ACCOUNTING**
POST : **STATE ACCOUNTANT (BANK RECONCILIATION & CASH FLOW**
MANAGEMENT)
REF NO. : **57/2022/23**
SALARY : **R 261 372 p.a (SL 07)**
CENTRE : **HEAD OFFICE-MAHIKENG**

REQUIREMENTS: Grade 12 Certificate or equivalent, and three (3) years National Diploma/Bachelors Degree in Financial Management/Accounting or Auditing or equivalent (with major in Accounting). Two (2) to Three (3) years direct relevant working experience in a financial accounting environment. Valid driving license.

KNOWLEDGE: Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Financial Systems (Walker/BAS) and other policies and Directives of the Department. Public Service Regulation and other relevant prescripts. In depth knowledge of Cash flow management processes and Bank reconciliation.

SKILLS: Computer literacy (Word & Excel). Planning and organising skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing skills.

DUTIES: Reconciliation of the Bank statement with the BAS System. Preparation and capturing of journals. Resolving of bank exceptions to relevant accounts on a daily basis. Monitor and reconcile suspense accounts on a monthly basis. Clearing of suspense account in relation to cash, and cash equivalents. Assist in monitoring cash flow of the Department. Assist in compilation of cash flow projections. Liaise with Provincial Treasury and Departmental Banking Institutions. Ensure Petty cash management. Assist in responding to audit queries relating to bank reconciliation and cash flow management.

Enq: Ms W Khunou, Tel. Nr (018) 200 8142



DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : ARTISAN FOREMAN GRADE A
REF. NO : 58/2022/23
SALARY : R308 826 p.a (OSD)
CENTRE : DR. RUTH SEGOMOTSI MOMPATI GOVERNMENT FLEET

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 driving 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: Ms I Masilabele, Tel, No.053 9273762

DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : ARTISAN FOREMAN GRADE A
REF. NO : 59/2022/23
SALARY : R308 826 p.a (OSD)
CENTRE : BOJANALA GOVERNMENT FLEET

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 driving 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 Leeuw, Tel, No.014 5235727



DIRECTORATE: RISK AND INTEGRITY MANAGEMENT
POST : RISK PRACTITIONER: COMBINED ASSURANCE
(ONE YEAR FIXED TERM CONTRACT)
REF. NO : 60/2022/23
SALARY : R261 372 p.a (SL 7)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years experience in Risk Management or Internal/ external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. **KNOWLEDGE:** Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). **SKILLS:** Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication. Self-driven and Assertiveness.

DUTIES: Assist in the review and/or development of the combined assurance policy and framework. Develop and implement combined assurance tools and templates. Coordinate the activities of the combined assurance form. Conduct employee educational and awareness programmes on combined assurance. Analyse reports from other assurance providers and compile a report for management review.
Enq: Ms. M.G Mothibedi, Tel No.: 018 200 8005/7

DIRECTORATE: RISK AND INTEGRITY MANAGEMENT
POST : RISK PRACTITIONER: BUSINESS CONTINUITY
(ONE YEAR FIXED TERM CONTRACT)
REF. NO : 61/2022/23
SALARY : R261 372 p.a (SL 7)
CENTRE : HEAD OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 or equivalent plus, Three (3) years Qualification in Risk Management or Auditing. Three (3) to five (5) years' experience in Risk Management or Internal / external auditing. Affiliation with relevant professional bodies (IRMSA, IIA, etc.) will be an added advantage. Valid driving License. **KNOWLEDGE:** Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016). **SKILLS:** Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication. Self-driven and Assertiveness.

DUTIES: Assist in review/development of Business Continuity Management framework/policy and implementation plans. Conduct Business Impact Analysis and identify and assess BCM related risks, Coordinate and facilitate the development and review BCM strategy/plans, Coordinate the testing of business continuity plans and update the plans accordingly. Create BCM awareness to all officials, Monitor implementation of Business Continuity Management Implementation Plan. Assist with the compilation of quarterly reports for presentation to Management and RMC.
Enq: Ms. N Ramafi, Tel No.: 018 200 8382/8062



**DIRECTORATE: STRATEGIC PLANNING, MONITORING AND EVALUATION
EVALUATION EXPERT X 1 (PERIOD OF 12 MONTHS).**

REF. NO : 62/2022/23

As guided by the National Evaluations Policy Framework 2019, the Department of Community Safety and Transport Management is expected to amongst others: implement the National Development Plan vision 2030 through the development of sector-specific and outcome-specific medium-term plans and delivery agreements, monitor and evaluate the implementation of these plans. Develop and implement the annual evaluations plan and support the national evaluations system. Promote good planning, monitoring and evaluation practices in government.

Thus, the department calls for qualified and interested persons to serve on the Departmental Evaluation Technical Working Group (DETWG).

TERMS OF APPOINTMENT: A suitable and qualified person will be appointed for a **period of 12 months**. Thereafter, the Accounting Officer **may or may not** renew the period for another term. **Please note that this is not a full-time position.** The Departmental Evaluation Technical Working Group (DETWG) will hold meetings on a monthly basis for the duration of the said term. Additional meetings may be convened as and when necessary.

SALARY: The compensation of the Evaluation Expert will be done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.

CENTRE: MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent, Master's degree or equivalent in Public Policy, Transport Economics, Monitoring and Evaluation, Development Studies, Public Administration or related social science fields combined with work industry experience. Valid driving licence. **EXPERIENCE:** Research skills, at least 2 to 3 years of relevant professional experience in the Evaluations field, excellent oral and written communication skills in English, technologically literate, experience in designing, implementing, and operating project M&E systems from project initiation to close out stages. Knowledge of the National Development Plan (2030), Public Finance Management Act, (1999), Public Service Act (1994) and the National Evaluations Policy Framework (2019).

COMPETENCES: Objective and independent. Analytical. Innovative. Ethical. Ability to work with other people, harness and build on their ideas.

DUTIES: Provide technical support on evaluation studies; assist with the development data collection tools and analysis as well as evaluation report writing. Assist with the development of the Departmental Evaluation Plan. Assist with the selection of evaluations for the three year and annual evaluations plans. Review the methodical quality of evaluations conducted in line with the departmental evaluation plan.

Enq: M.J Moiloa, Tel; 018 200 8376



DIRECTORAT: TRANSPORT ADMINISTRATION AND LICENSING

POST : **ADMINISTRATIVE CLERK (NaTIS HELP DESK)**
REF. NO : **63/2022/23**
SALARY : **R 176 310 p.a (SL5)**
CENTRE : **BOJANALA DISTRICT**

REQUIREMENTS: Grade 12 Certificate or equivalent. One (1) to (2) years experience in general administration.

KNOWLEDGE AND SKILLS: Job knowledge; Communication; Interpersonal Relations; Flexibility; Teamwork.

Skills: Computer; Planning and organizing; Good verbal & written communication skills.

DUIES: Render general clerical support services. Attend documents as per request. Perform sensitive transaction as per request from Registering Authority. Capture approved transactions. File all checked documents of the performed transactions. Assist members from Registering Authorities with telephonic enquiries.

Enq: M Ramasela 018 388 1107

DIRECTORATE: **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ADMINISTRATION CLERK (NaTIS REVENUE RECONCILIATION)**
REF.NO : **64/2022/23**
SALARY : **R 176 310 p.a (SL5)**
CENTRE : **HEAD OFFICE – MAHIKENG**

REQUIREMENTS: Grade 12 certificate or equivalent plus, One (1) to two (2) years experience in Revenue Environment (preferably NaTIS Revenue Reconciliation). **KNOWLEDGE:** PFMA, Treasury Regulations. **SKILLS:** Computer literacy, Good verbal communication skills.

DUTIES: Receive, check and verify the validity or receipts from all revenue collection offices. Recording of all deposit slips submitted by revenue collection offices on a reconciliation spread sheet on daily basis. Populate monthly NaTIS report (RD323) into excel spread sheet for reconciliation purpose. Maintain reconciliation file per Natis collection office. Liaise with Registering Authorities in relation to revenue received and deposited. Provide assistance to audit process in relation to revenue receipts and listing.

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



DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY
POST : REGISTRY CLERK: MAIN REGISTRY
REF. NO : 65/2022/23
SALARY : R 176 310 p.a (SL5)
CENTRE : HEAD OFFICE- MAHIKENG

REQUIREMENTS: Grade 12 certificate or equivalent. Two (2) years' working experience in records management environment. **KNOWLEDGE & SKILLS;** Sound written and verbal communication skills. Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act. Registry Procedure Manual. Ability to work under pressure. A valid driving licence. Successful completion of a security screening with State Security Agency.

DUTIES: Provide Registry counter services. Handle incoming and outgoing correspondence and mail. Franking of official mail. Handling of mail bag. Render effective filing and records management services. Tracing of records. Operate office machines in relation to Registry functions. Monitor prescribed registers. Process documents for archiving and disposal.

Enq: Mr. S Matlhako, Tel. 018- 388-3697

DIRECTORATE: LAW ENFORCEMENT
POST : ADMINISTRATION CLERK
REF. NO : 66/2022/23
SALARY : R 176 310 p.a (SL5)
CENTRE : POTCHEFSTROOM WEIGHBRIDGE

REQUIREMENTS: Grade 12 or Equivalent qualification, with one (1) to two (2) years experience in weighbridge administration. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in Ms Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centred. People orientation and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), warrant of arrest in the system and attend to their enquiries. Weigh and reweigh vehicles on the scale. Direct trucks to the scale and capture their information before prosecution. Perform general administrative duties.

Enq: Mr. PS Coodi Tel. 018- 293 6546



DIRECTORATE: LAW ENFORCEMENT
POST : ADMINISTRATION CLERK
REF NO : 67/2022/23
SALARY : R 176,310 pa (SL5)
CENTRE : LEHURUTSHE TRAFFIC STATION

REQUIREMENTS: Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

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

Enq: Mr JM Ntamu, Tel 018 381 9184

DIRECTORATE: GOVERNMENT MOTOR FLEET
POST : HEAVY DUTY DRIVER
REF. NO : 68/2022/23
SALARY : R 147 459p.a (SL 04)
CENTRE : NGAKA MODIRI MOLEMA, BOJANALA, AND DR RUTH SEGOMOTSI
MOMPATI GOVERNMENT MOTOR FLEET

REQUIREMENTS: 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: P Mosiane, Tel,No,018 200 8072



DIRECTORATE: OPERATOR LICENCE & PERMITS
POST : COMMERCIAL CLEANER
REF NO : 69/2022/23
SALARY : R 104 073pa (SL 02)
CENTRE : DR RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

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

Enq: B Bopalamo 018 3819100

