



dcstm

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



## HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli Drive,  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel: +27 (18) 200 8052

### DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

#### VACANCY CIRCULAR NO.01 OF 2025/26 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, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to [CSTMrecruitment@nwpg.gov.za](mailto:CSTMrecruitment@nwpg.gov.za)

**COMPLIANCE NOTE:** Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. **Completion of the Z83 form: Part A:** All fields must be fully completed. **Parts B:** All fields except date of birth and ID number. **Part C, D, E, F and G** may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under **Part F** is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za)

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.

Qualifications of shortlisted candidates will be verified with SAQA. 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 copies of academic record/transcript(s). Candidates must indicate the number of the post/reference

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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. 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 conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

**CLOSING DATE: 23/05/2025 AT 15H30**

**POST : DIRECTOR – INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

**REF NO : 01/2025/26**

**DIRECTORATE : INFORMATION COMMUNICATION TECHNOLOGY**

**SALARY : Remuneration package of R 1 216 824.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

**CENTRE : HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate\*. A relevant (NQF level 7) qualification in Computer Science or Information Technology as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the ICT environment. A valid driver's license. **KNOWLEDGE:** Knowledge of current technologies and current products used in the industry. Understanding of computer systems (Hardware/Software) and networks. Knowledge of government prescripts. Knowledge of Public Financial Management Act, Research and Policy Coordination. **SKILLS:** Presentation skills, Planning and Organizing Skills, Presentation Skills, Communication Skills (Verbal and Written), Analytical thinking, Research. **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES:** Provide a strategic direction to the department with regard to information communication and technology environment. Manage the provision of Information Technology (IT) infrastructure Planning and Business Application Support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records. Manage and provide ICT project monitoring and reporting. Manage backup and restore for systems, applications and database. Manage and oversee all ICT security standards. Develop effective system of managing

information for the Department. Manage ICT risks and regulatory compliance for the department. Oversee the development and implementation of appropriate ICT policies and guidelines. Manage the implementation of strategies regarding system integration.

**Male candidates are encouraged to apply**

**Enq: Ms T Leteane, Tel: 018 200 8056/55**

**POST : DIRECTOR – LEGAL SERVICES (NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply).**

**REF NO : 02/2025/26**

**DIRECTORATE : LEGAL SERVICES**

**SALARY : Remuneration package of R 1 216 824.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

**CENTRE : HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate\* An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior management level (SL11/12) in Legal Services. Computer Literacy. A valid driver's license. **KNOWLEDGE:** Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. **SKILLS:** Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES:** Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of

the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

**Female candidates are encouraged to apply**

**Enq: Ms. T. Leteane, Tel: 018 200 8056/55**

**POST : DIRECTOR – TRANSPORT PLANNING**

**REF NO : 03/2025/26**

**DIRECTORATE : TRANSPORT PLANNING**

**SALARY : Remuneration package of R 1 216 824.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

**CENTRE : HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate\*. A relevant qualification at NQF level 7 in Transport Management, Transport Economics or Transport Logistics as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the Transport Environment. A valid driver's license. Computer Literacy. Project Management and Policy formulation will a strong recommendation. **KNOWLEDGE:** Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and Policy Development. **SKILLS:** Ability to work independently and under pressure Verbal and written communication skills at a high level. **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain positive interpersonal relations and be able to work as part of team and as an individual.

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

**Male candidates are encouraged to apply**

**Enq: Ms. M. Rantao Tel: 018 200 8030**