



dcstm

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



HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.07 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, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the relevant e-mail address associated with the post applied for.

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, may be left blank. **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

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.

"Let's Grow North West Together"



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) only when shortlisted. 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. 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: 15/08/2025

POST : DIRECTOR-DISTRICT OPERATIONS

REF. NO : 42/2025/26

CHIEF DIRECTORATE : DISTRICT COORDINATION AND GOVERNMENT FLEET

SALARY : Remuneration package of R1 266,714.00 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 : BOJANALA

REQUIREMENTS: Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or equivalent qualification. Five (5) years of experience at middle/ senior managerial level in Administration. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. **KNOWLEDGE:** Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. **SKILLS:** Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team.

Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. **PERSONAL ATTRIBUTES:** A creative, assertive and confident approach. Ample initiative and an independent work ethic, self – motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. **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: Oversee the District by monitoring law and order for all modes of transport through law enforcement services. Oversee monitoring, evaluating and oversight of Police Services. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery by Police Service. Ensure implementation of Road Safety within the District. Ensure the provision of Government fleet Services in the District. Managing the provision of Transport Operations. Ensure management and controlling operator licenses and permits. Managing the provision of Corporate Management Services within the District. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.

Enq: Mr. PT Mohono: Tel: 018 200 8101

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