



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
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Tel: +27 (18) 200 8258

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.01 OF 2024/25 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 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 fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), 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. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting 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.

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 number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquires 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 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 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: 30/09/2024 AT 15H30

"Let's Grow North West Together"



DA Let's



**POST : DEPUTY DIRECTOR-PROVINCIAL REGULATORY ENTITY
FIVE (5) YEARS CONTRACT POST x 4**

REF : 01/2024/25

NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply

DIRECTORATE : OPERATOR LICENSE AND PERMITS

NB: THIS APPOINTMENT WILL BE AS PER PROVISIONS OF SECTION 23 OF THE NATIONAL LAND TRANSPORT ACT NO.5 OF 2009.

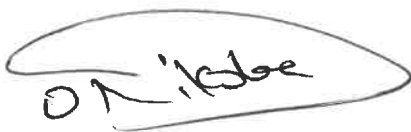
SALARY : Remuneration package of R1003 890.00 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS : Grade (12) certificate or equivalent plus Bachelor's Degree (NQF 7) in Transport Management, Legal, Public Administration, Social Sciences Three (3) to five (5) years' experience in the public service within Transport Environment of which three (03) years should be at Junior Management (Assistant Director). Valid Driving License. **SKILLS:** Report writing, Investigations skills, Computer Literacy. **KNOWLEDGE:** Public Transport prescripts and legislations, People management, interpersonal relations, good communication skill, Conflict management and problem-solving skills. Presentation and facilitation.

DUTIES: Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licences. Advising Management on developing Regulations relating to Public Transport and operations services. Report on non –compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

Enq: Mr.P.Namate (018) 3885314/16



POST : DEPUTY DIRECTOR : REVENUE MANAGEMENT

NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply

REF : 02/2024/25

DIRECTORATE : MANAGEMENT ACCOUNTING

SALARY : Remuneration package of **R849 702.00** per annum. The inclusive remuneration package consists of 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

CENTER : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years Bachelor degree (NQF 7) in Accounting/Auditing/Financial Management. Three (3) to (5) five years' experience within the Revenue Management field of which three (3) years must be at supervisory level at (ASD). A valid driver's license
KNOWLEDGE: Extensive knowledge in BAS system, revenue management, debtors, suspense, Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act are essential. Ability to apply and interpret financial prescripts and reports. **SKILLS:** Computer skill (MS Word, Excel and Power point), report writing and numerical skills. Presentation skills. Communication skills (verbal and written communication). Self-motivated, honest, teamwork and problem solving.

DUTIES: Be accountable for the revenue management process, implementation assisting in development strategies; provide advice on integrated revenue management processes with other value chains i.e supply chain and other directorates. Provide support on revenue related matters and accounts receivable processes. Coordination of training programmes developed and implemented in line with Policies and Prescripts. Manage and oversee the reconciliation of the revenue collected, reporting in accordance with Public Finance Management Act (PFMA) and departmental Financial Management policies and prescripts. Monitor revenue collection against the set targets. Effective monthly reporting process through accurate analysis and interpreting trends. Ensure timeous reporting on Key Performance Indicators. Liaise with all relevant stakeholders. Ensure that all unallocated revenue are timeously allocated. Establish and maintain stakeholder's forums to improve relations. Provide inputs into the Medium Term Expenditure Framework (MTEF) reporting on revenue, Annual Financial Statements. Management of personnel within the section and ensure adherence to the Performance Management Development system.

ENQ: L Motshumi, Tel NO: 018 200 8175



**POST : DEPUTY DIRECTOR: ROAD TRAFFIC LAW
ENFORCEMENT ADMINISTRATION**

REF NO : 03/2024/25

DIRECTORATE : LAW ENFORCEMENT

SALARY : Remuneration package of **R849 702.00** per annum. The inclusive remuneration package consists of 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 : DR. KENNETH KAUNDA DISTRICT

REQUIREMENTS: Grade 12 plus 3 years Diploma/ Degree qualification in any road safety discipline, Policing Transport and Road Traffic Management. 7 – 10 years' experience working in the field of Traffic Law enforcement of which at least 3 – 5 years' experience must be at Junior Management. Valid driving license. No criminal record. **KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspection. Vehicle fitness inspection. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance Management, Finance Management, Records Management, Public Information Management, Risk Management, Change Management, Project Management. **SKILLS:** Customer management, Result/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict Management, Self-Management, Time Management.

DUTIES: Administer Traffic Law Enforcement in all Stations. Provide Overloading Control Services. Monitor the budget of the stations to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/assets and or services provided to the District. Ensure appropriate use of all allocated resources. Coordination of reports. Coordinate the Audit Process.

Enq: Mr PJ Stone, Tel 018 381 9100



POST : CONTROL PROVINCIAL INSPECTOR

REF NO : 04/2024/25

DIRECTORATE : LAW ENFORCEMENT

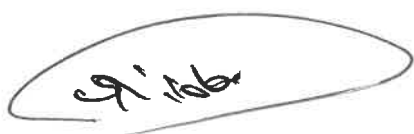
SALARY : Remuneration package of **R849 702.00** per annum. The inclusive remuneration package consists of basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract

CENTRE : POTCHEFSTROOM TRAFFIC STATION

REQUIREMENTS: Grade 12 plus 3 years Diploma/ Degree qualification in any road safety discipline, Policing Transport and Road Traffic Management. 7 – 10 years' experience working in the field of Traffic Law enforcement of which at least 3 – 5 years' experience must be at Junior Management (SL 10). Valid driving license. No criminal record. **KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspection. Vehicle fitness inspection. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance Management, Finance Management, Records Management, Public Information Management, Risk Management, Change Management, Project Management. **SKILLS:** Customer management, Result/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict Management, Self-Management, Time Management.

DUTIES: Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of reports. Coordinate the Audit Process.

Enq: Mr PJ Stone, Tel 018 381 9100

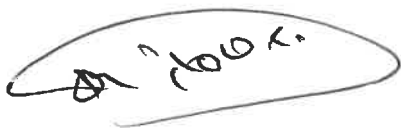


POST : **CONTROL PROVINCIAL INSPECTOR**
REF NO : **05/2024/25**
DIRECTORATE : **LAW ENFORCEMENT**
SALARY : Remuneration package of **R849 702.00** per annum. The inclusive remuneration package consists of basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract
CENTRE : **VRYBURG TRAFFIC STATION**

REQUIREMENTS: Grade 12 plus 3 years Diploma/ Degree qualification in any road safety discipline, Policing Transport and Road Traffic Management. 7 – 10 years' experience working in the field of Traffic Law enforcement of which at least 3 – 5 years' experience must be at Junior Management (SL 10). Valid driving license. No criminal record. **KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspection. Vehicle fitness inspection. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance Management, Finance Management, Records Management, Public Information Management, Risk Management, Change Management, Project Management. **SKILLS:** Customer management, Result/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict Management, Self-Management, Time Management.

DUTIES: Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of reports. Coordinate the Audit Process.

Enq: Mr PJ Stone, Tel 018 381 9100



POST : **CHIEF PROVINCIAL INSPECTOR**
REF NO : **06/2024/25**
DIRECTORATE : **LAW ENFORCEMENT**
SALARY : **R552 081.00 pa (SL10)**
CENTRE : **KLERKSDORP TRAFFIC STATION**

REQUIREMENTS: Grade 12 certificate or equivalent. Basic Traffic Diploma. Three-year National Diploma/ Bachelor's 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 inspection/impoundment and completion of law enforcement documents. Public Service Policies and Regulations. Knowledge of Public Financial Management Act. Performance Management Development System. **SKILLS:** Computer Literacy. Records Management. Customer relationship management. Planning, organising, leading and 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. Manage the key responsibility areas of the managed.

Enq: Mr PJ Stone, Tel 018 381 9100

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POST : ASSISTANT DIRECTOR: OPERATING LICENSE AND PERMIT x 3

REF : 07/2024/25

DIRECTORATE : OPERATOR LICENSE AND PERMITS


SALARY : R552 081.00 pa (SL10)

CENTER : HEAD OFFICE, DR RUTH SEGOMOTSI MOMPATI, BOJANALA

REQUIREMENTS: Grade 12 plus 3 years National Diploma/ Degree qualification in Transport Management/Public Administration/Social Sciences. Two to three (2-3) years' experience in Operator License and Permit and transport Management environment of which 2 years must be at supervisory level (SL8). Valid driving license. **KNOWLEDGE:** Knowledge of the National Land Transport Amendment Act, No 23 of 2023 and its Regulations, Public Finance Management Act (PFMA), Public Service Act and its Regulations. **SKILLS:** Computer literacy, familiar with Operating Licensing Administration System (OLAS) and Registration Administration System (RAS) and Natis. Good interpersonal relations, reliable and ability to work under pressure. Good written and verbal communication skills, presentation skills, creative, assertive and confident approach.

DUTIES: Administer, monitor and oversee the business flow of the district. Prepare and advise the Provincial Regulatory Entity (PRE) on matters ready to be adjudicated including Transport Appeal Tribunal (TAT) matters. Compile PRE schedule, attend PRE sittings, compile reports, administer the usage of face values, and verify whether all cash received has been deposited accordingly. Once a week prepare statistics of number of operating licenses issued and consolidate at the end of the month and quarterly. Supervise key performance of the managed.

Enq: Ms B. Bopalamo 018 3885314

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POST : ASSISTANT DIRECTOR: SCHOLAR TRANSPORT

REF. NO : 08/2023/24

DIRECTORATE : PUBLIC TRANSPORT SERVICES

SALARY : R552 081.00 pa (SL10)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 Certificate or equivalent plus three – year National Diploma /Degree in Transport Management. Three (03) years working experience in Public Transport Environment of which two years should be at supervisory level. Valid Driver's Licence. **KNOWLEDGE:** Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act: no 5 of 2009 and other related Government Prescripts and ability to implement the same. **SKILLS:** Computer literacy, problem solving abilities. Planning, Organising, Report Writing, Communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team.

DUTIES: Administer learner transport subsidies and contracts including monitoring of learner transport operations. Liaise with learner transport operators and other stakeholders. Budget management, attend meetings with stakeholders and verify payments to learner transport operators. Manage performance of the personnel within the unit.

Enq: Mr. S. Tladi 018 2008086



POST : ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING)

NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply

REF. NO : 09/2023/24

DIRECTORATE : FINANCIAL ACCOUNTING

SALARY : R 4444 036.00 pa (SL 09)

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which two (2) years must be at supervisory level (preferably at SL 08) . BAS certificates should be attached and a valid driver' licence. **KNOWLEDGE:** Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. **Interpersonal Attributes:** Ability to work in a team, Ability to work under pressure and to cope with a high workload.

DUTIES: Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Supervise personnel.

Enquiries: Ms. K. Tswaile Tel. 018 200 8144

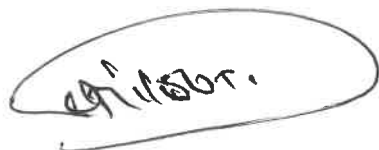


POST : **RISK OFFICER X2**
REF. NO : **10/2024/25**
DIRECTORATE : **RISK AND INTEGRITY MANAGEMENT**
SALARY : **R 308 154.00 pa (SL 07)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade 12 certificate or equivalent, National Diploma (NQF Level 6) in Auditing or Risk Management. One (1) to two (2) experience in a Risk Management / Auditing / Internal Control environment. A valid driver's license. **KNOWLEDGE:** Knowledge of Public Finance Management, Treasury Regulations, Public Sector Risk Management Framework, King IV Report. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Management. **SKILLS:** Communication skills (verbal and written). Computer literacy and Interpersonal skills. Ability to communicate at all levels. Team player, People and client orientated. Goal and solution orientated and the ability to work independent. Self-disciplined and able to work under pressure with minimum supervision. Policy analysis.

DUTIES: Assist with the development of policies and strategies for risk management. Assist in strategic and operational risk identification processes and maintenance of risk registers. Assist with the monitoring of implementation of risk mitigation/treatment plans. Assist with provisioning of support and capacity building. Co - ordinate the activities of Risk management activities and perform secretarial functions. Perform any other duties that may be expected from time to time.

Enq: Ms. N. Ramafi Tel No. 018 200 8382

A handwritten signature, possibly 'M. N. Ramafi', is enclosed within a hand-drawn oval.

POST : **ACCOUNTING CLERK SUPERVISOR (REVENUE MANAGEMENT)**
REF NO. : **11/2024/25**
DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
SALARY : **R 308 154.00 pa (SL 07)**
CENTRE : **HEAD OFFICE**

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to three (3) years relevant working experience in eNaTIS Revenue Management environment. Valid Driving Licence. **KNOWLEDGE:** Knowledge and understanding of the Public Finance Management Act. Treasury Regulations. National Traffic Information System and other relevant Policies and Prescripts. **SKILLS:** Good Communication skills. Computer literacy. Ability to work under pressure. Problem solving and decision making and Report writing skills.

DUTIES: Generate NaTIS revenue reports (RD323). Review daily NaTIS revenue reconciliation of accounts and update progress report. Compile report on outstanding NaTIS Revenue. Verify receipts against bank statements and prepare weekly and monthly reports. Monitor and manage filing of NaTIS revenue documents. Supervise NaTIS revenue personnel performance in the division. Provide assistance to audit process in relation to revenue receipts and listing.

Enquiries: MS. E. Leeuw, Tel No: 018-388 1109

A handwritten signature and date, possibly "E. Leeuw" and "11/2024", enclosed in a hand-drawn oval.

POST : ACCOUNTING CLERK SUPERVISOR: INTERNAL REGISTERING AUTHORITY

REF NO : 12/2024/25

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

SALARY : R 308 154.00 pa (SL 07)

CENTRE : NGAKA MODIRI MOLEMA

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to three (3) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License.**KNOWLEDGE:** Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer literacy skills Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills., problem solving and ability to work in a team as well as independently.

DUTIES: Render the supervision of service within the registering authority. Administer the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicle. Perform daily and monthly reconciliation of NaTIS revenue collection. Administer the collection and allocation of face value documents. Ensure compliance to the National Road Traffic Act. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Ensure that all NaTIS equipment and materials are available at all times. Supervise the performance and development of staff at the registering authority. Compile monthly financial and non-financial reports.

Enquiries: MS. L. Segopolo, Tel No: 018-388 1232

A handwritten signature and date, possibly 'L. Segopolo' and '16/07', enclosed in a hand-drawn oval.

POST : ACCOUNTING CLERK SUPERVISOR: INTERNAL REGISTERING AUTHORITY

REF NO : 13/2024/25

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING

SALARY : R 308 154.00 pa (SL 07)

CENTRE : GANYESA

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to three (3) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License.

KNOWLEDGE: Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation.

SKILLS: Computer literacy skills Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills., problem solving and ability to work in a team as well as independently

DUTIES: Render the supervision of service within the registering authority. Administer the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicle. Perform daily and monthly reconciliation of NaTIS revenue collection. Administer the collection and allocation of face value documents. Ensure compliance to the National Road Traffic Act. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Ensure that all NaTIS equipment and materials are available at all times. Supervise the performance and development of staff at the registering authority. Compile monthly financial and non-financial reports.

Enquiries: MS. L. Segopolo, Tel No: 018-388 1232



POST : ACCOUNTING CLERK SUPERVISOR: INTERNAL REGISTERING AUTHORITY

REF NO : 14/2024/25

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

SALARY : R 308 154.00 pa (SL 07)

CENTRE : PHOKENG

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to three (3) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License

KNOWLEDGE: Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation.

SKILLS: Computer literacy skills Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills., problem solving and ability to work in a team as well as independently.

DUTIES: Render the supervision of service within the registering authority. Administer the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicle. Perform daily and monthly reconciliation of NaTIS revenue collection. Administer the collection and allocation of face value documents. Ensure compliance to the National Road Traffic Act. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Ensure that all NaTIS equipment and materials are available at all times. Supervise the performance and development of staff at the registering authority. Compile monthly financial and non-financial reports.

Enquiries: MS. L. Segopolo, Tel No: 018-388 1232

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POST : ACCOUNTING CLERK SUPERVISOR: INTERNAL REGISTERING AUTHORITY

REF NO : 15/2024/25

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

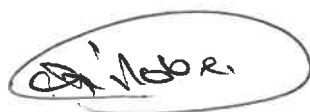
SALARY : R 308 154.00 pa (SL 07)

CENTRE : TAUNG

REQUIREMENTS: Matric/Grade 12 or equivalent. Two (2) – Five (5) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License. **KNOWLEDGE:** Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer literacy skills Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills., problem solving and ability to work in a team as well as independently.

DUTIES: Render the supervision of Cashiers service within the registering authority. Monitor daily collection of revenue for registration and licensing of motor vehicle. Monitor and verify clients' application documents. Administer the collection and allocation of face value documents. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Manage the performance and development of cashiers.

Enquiries: MS. L. Segopolo, Tel No: 018-388 1232



POST : ADMINISTRATIVE CLERK SUPERVISOR: NaTIS HELP DESK

REF NO : 16/2024/25

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING

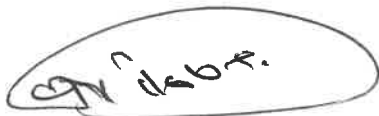
SALARY : R 308 154.00 pa (SL 07)

CENTRE : BOJANALA

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to Three (3) years relevant working experience in NaTIS environment (motor vehicle registration and licensing environment). NaTIS Training (Certificate). Valid driving license. **KNOWLEDGE:** An understanding of government prescripts, NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy, Report writing skills, Good verbal and written communication skills, Interpersonal relation skills. Ability to act with stakeholders. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making.

DUTIES: Render the supervision services within the Provincial NaTIS Help Desk Unit. Provide efficient and effective assistance to registering authorities and other NaTIS users. Support and maintain all registering Authorities within the province with regard to NaTIS activities. Ensure that documents received from registering authorities are in line with working procedures. Distribute documents amongst Help Desk personnel. Handling queries from registering authorities. Verify all application captured on the system by users. Ensure that all daily captured documents are filed. Ensure that spot checks are done. Ensure compliance of NRTA 93 of 1996 and Help Desk procedure – Minimum Requirements for sensitive Transaction. Ensure that necessary equipment and materials are available at all time. Manage the performance and development of staff in the unit Compilation and typing memorandums, letters and reports. Attendance of meetings and workshops relating to NaTIS.

Enquiries: Ms. I. Senokwane Tel no. 0183881231

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POST : ADMINISTRATIVE CLERK SUPERVISOR: NaTIS HELP DESK(CALL CENTRE)

REF NO : 17/2024/25

DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING

SALARY : R 308 154.00 pa (SL 07)

CENTRE : BOJANALA

REQUIREMENTS: Grade (12) certificate or equivalent. Two (2) to Three (3) years relevant working experience in NaTIS environment (motor vehicle registration and licensing environment). NaTIS Training (Certificate). Valid driving license. **KNOWLEDGE:** An understanding of government prescripts, NRTA, PFMA, Treasury Regulations and other Public Service related Legislation. **SKILLS:** Computer Literacy, Report writing skills, Good verbal and written communication skills, Interpersonal relation skills. Ability to act with stakeholders. Planning and organising skills. Ability to work under pressure. Problem solving skills and decision making.

DUTIES: Render the supervision services within the Provincial NaTIS Help Desk Call Centre Unit. Perform authorisation of allocation of new NaTIS users' functions. Manage the registration of new NaTIS users. Maintain proper filing of User files. Compile reports on logged calls for faulty equipment and network errors on Remedy. Manage the performance and development of staff in the unit.

Enquiries: Ms. I. Senokwane Tel no. 0183881231

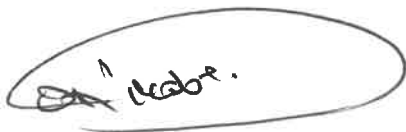
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POST : **ADMINISTRATION CLERK**
REF NO. : **18/2024/25**
DIRECTORATE : **OPERATOR LICENSE AND PERMITS**
SALARY : **R 216 417.00 pa (SL 05)**
CENTRE : **DR RUTH SEGOMOTSI MOMPATI**

REQUIREMENTS: Grade (12) certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts. Administration and clerical procedures and systems. Operator License and Permits System (OLAS) and Registration Administration System (RAS). **SKILLS:** Communication skills. Computer literacy. Ability to implement Public Transport Policies accordingly. Ability to work under pressure. Report writing skills. Ability to interact with Public Passenger Transport operators. Ability to perform individually and as a team.

DUTIES: Receiving applications for different modes of transport. Verifying required documents. Receiving revenue from applicants. Capturing applications into the OLAS system. Issuing of receipts and compilation of financial reports. Registration of PRE decisions, Up-liftment of Operating Licenses. Perform general Administrative duties.

Enquiries: Ms B. Bopalamo, Tel No: 018-3888 5314



DIRECTORATE : **TRANSPORT ADMINISTRATION AND LICENSING**
POST : **ACCOUNTING CLERK X 2**
REF NO. : **19/2024/25**
SALARY : **R 216 417.00 pa (SL 05)**
CENTRE : **REGISTERING AUTHORITY – DR RS MOMPATI**

REQUIREMENTS: Grade (12) certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts, National Road Traffic Act 93 of 1996, Public Management Act, Treasury Regulations, and other Service related Legislations. **SKILLS:** Computer literacy. Verbal and written communication skills. Ability to work under pressure. Customer/Client orientated.

DUTIES: Registration and licensing of motor vehicle. Receive daily documents from the customers. Perform daily reconciliation balancing and submit to the Supervisor. Account for allocated Face Value documents on a daily basis. Perform routine duties as directed by the Supervisor. Filling of application documents. Prepare application documents of sensitive transactions from clients. Account for the cash float received. Ensure compliance of NRTA 93 of 1996

Enquiries: Mr. S. Mmono, Tel No: 018-388 1109



DIRECTORATE : **ROAD SAFETY MANAGEMENT**
POST : **ADMINISTRATION CLERK**
REF NO. : **20/2024/25**
SALARY : **R 216 417.00 pa (SL 05)**
CENTRE : **NGAKA MODIRI MOLEMA**

REQUIREMENTS: Grade (12) certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts, National Road Safety Act of 1972. Road Safety Education policies and procedures. Administrative and clerical procedure 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.

DUTIES: Provide administrative support to the District Office. Type memos, letters and reports. Finalize telephone queries. Ensure that office equipment's are in good order. Register incoming and outgoing correspondence. Manage safe keeping of documents. Set up meetings, including arranging meeting rooms, equipment, notify attendees and circulate material.

Enquiries: Ms. B. Lekhuleni, Tel No: 018-381 9110/9104

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