



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2023
DATE ISSUED 11 AUGUST 2023

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that all the positions below SMS level advertised in the DPSA circular 27 dated 04 August 2023 with the closing date of 21 August 2023. The Office of the Premier as an equal opportunity employer is committed to promote gender equality and empowerment of women, employment of persons with disabilities and youth. In terms of the Employment Equity Plan of the Office, preference will be given to women, persons with disabilities and youth for filling the following posts. The new closing date 25 August 2023.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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
- CLOSING DATE** : 25 August 2023 at 15H30
- NOTE** : 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. 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. Emailed applications will 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 and vetting.

OTHER POSTS

- POST 28/292** : **DEPUTY DIRECTOR: TRANSPORT POLICY AND RESEARCH REF NO: 14/2023/24**
Directorate: Transport Planning and Policy Development
Re-advertisement; candidates who previously applied are encouraged to re-apply.
- SALARY** : R958 824 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 or equivalent plus three year tertiary qualification in Transport Management environment or related. Five (05) to Ten (10) years relevant work

experience in Transport Management of which three (03) years must be at Junior Management level (Assistant Director) in Transport Management environment or Policy Development and Research. Project Management will be an added advantage. A valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel and PowerPoint). Knowledge: Extensive knowledge of National Land Transport Act, Act no 5 of 2009, Policy and Strategies. Knowledge of Public Service Act and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills: General Management Skills. Project management skills. Communication skills (writing and verbal) Negotiation skills. Writing reports and presentation skills. Economic and Financial analysis skills about Transport Legislations and Policies. Ability to manage personnel as well as Government resources. Problem solving skills. Ability to maintain positive interpersonal relations and work as part of the team and as an individual. Ability to work under pressure. Willingness to travel and work irregular hours.

DUTIES : Manage the facilitation and coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating and evaluating Transport Legislations, Policies and Strategies. Represent the Sub -Directorate on various Committees and Task Teams in relation to the development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budget needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects. Compile monthly and quarterly reports for the sub-directorate. Written and Verbal reporting. Manage the Sub-Directorate: Transport Policy and Research.

ENQUIRIES : Mr OA Baikgaki Tel No: (018) 200 8075

POST 28/293 : **DEPUTY DIRECTOR: MONITORING AND OVERSIGHT REF NO: 15/2023/24**
Directorate: Monitoring and Oversight

SALARY : R958 824 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 REQUIREMENTS : Dr Ruth Segomotsi Mompoti District
Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Five (5) to ten (10) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which three (3) years must be at Junior Management (Assistant Director) level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management skills. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.

DUTIES : Civilian Oversight of the South African Police Service (SAPS): Oversee research and analyze data on Policing. Manage and Monitor transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system and conduct investigation of complaints. Manage and Monitor determination of Policing needs and priorities. Manage and Monitor of SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Manage and Monitor implementation of IPID Recommendations by the SAPS. Manage and Review Monitoring Tools, Frameworks, Guidelines and development of

policies. Compile reports. Manage key responsibilities of Subordinates. Management of Resources.
ENQUIRIES : Ms D. Letsapa Tel No: (018) 200 8091/2

POST 28/294 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 16/2023/24**
 Directorate: Human Resource Management

SALARY : R811 560 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 or equivalent plus, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Management Services/Operations Management/Administration/Public Administration/Human Resource Management/Industrial Psychology or equivalent relevant qualification. Five (5) to ten (10) years in-depth experience in the Organisational Development and Change Management environment, of which three (3) years must be at Junior Management (Assistance Director) Level. Job Evaluation and Orgplus certificates are mandatory. A driving license. knowledge: In-depth knowledge of organisational development/design; Knowledge of application of Job evaluation system and Orgplus, Procedure and methods study, Work processes and procedures, Organisational Design, Job description, Public Service Act 1994 as amended, Public Service Regulations 2016. DPSA Directive and policies on OD and Job Evaluation Processes. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service Coordinating & Bargaining Council Resolutions. Project management. White paper on transforming public service delivery. Performance Management and Development System (PMDS). skills: Ability to formulate, interpret and implement Policies. Assertiveness. Work ethics and integrity. Ability to adhere to strict deadlines. Report writing skills. Analytical. Organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Decision making skills. Ability to perform on Evaluate and Orgplus system. Good interpersonal relations. Computer skills (Micro-Soft Word, EXCEL, PowerPoint, Orgplus and Evaluate). Excellent communication skills (written and verbal).

DUTIES : Conduct work-study investigation with regard to functional organisational structure. Manage the development and review of service delivery model. Manage the design and review of organisational structure processes. Management and facilitation of job evaluation processes. Development and management of the Job descriptions database. Manage the implementation of grade progression for OSD and Non-OSD employees. Management of business process mapping and improvement processes. Monitor and evaluate the Departmental service delivery improvement plan. Monitor change management and Batho Pele programmes and development of service charter and service standard. Develop, align verify job specification in terms of CORE. Provide technical advice on matters affecting organisational structure and job design. Contribution to reports (Risk Register, operational plan, Audit committee, Annual performance plans, Procurement/Demand plan etc). Manage key result area of the managed in the sub-directorate.

ENQUIRIES : Ms VT Leteane Tel No: (018) 200 8055/56

POST 28/295 : **ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 17/2023/24**
 Directorate: Monitoring and Oversight

SALARY : R527 298 per annum (Level 10)

CENTRE : Dr Ruth Segomotsi Mompoti District (X2 Posts)
 Bojanala District (X2 Posts)
 Dr Kenneth Kaunda District (X1 Post)

REQUIREMENTS : Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law or related qualification. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation

Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.

DUTIES : Civilian Oversight of the South African Police Service (SAPS): Supervise and conduct research and analyze data on Policing. Supervise and monitor transformation of the SAPS. Monitor SAPS infrastructure development plan. Receive and conduct investigation of service delivery related complaints. Conduct determination of Policing needs and priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor implementation of IPID Recommendations by the SAPS. Participate in the review of the Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Supervise key responsibilities of Subordinates. Management of Resources.

ENQUIRIES : Ms D. Letsapa Tel No: (018) 200 8091/2

POST 28/296 : **ASSISTANT DIRECTOR: (WHITE FLEET ADMINISTRATION) REF NO: 18/2023/24**
Directorate: Government Motorfleet

SALARY : R527 298 per annum (Level 10)
CENTRE : Dr Kenneth Kaunda District Government Garage
REQUIREMENTS : Grade 12 certificate or equivalent plus, a Three-year National Diploma/Bachelor's Degree as recognised by SAQA in Transport Management/Public Management/Administration. Three (3) to five (5) relevant working experience in Fleet Administration/Maintenance Management/Administration of which two (2) years must be at supervisory level. Unendorsed Driver's license. Knowledge: In-depth knowledge of Transport legislation and handbook. Public Service Policies and Regulations. Knowledge of fleet management. Basic mechanical knowledge. Knowledge of Public Financial Management Act. Performance Management Development System. Skills: Computer literacy in Ms Office (Word and excel) Good interpersonal relationship skills. Good communication skills. Report writing skills. Basic accounting skills. Ability to work under pressure.

DUTIES : Management of maintenance and repairs of Government Vehicles. Management of motor vehicle accidents. Management of pool vehicle log sheets. Management of renewal of motor vehicle licenses in the Province. Management of towing state vehicles/recovery breakdown services. Ensure revenue collection through disposal of withdrawn vehicles through public vehicle auction sale. Ensure the compilation of monthly expenditure reports and their submission. Ensure all files are in order for fuel/maintenance. Manage the key responsibility areas of the managed.

ENQUIRIES : Ms S. Abdool Gany Tel No: (018) 293 6680/81

POST 28/297 : **ASSISTANT DIRECTOR: (INTERNAL REGISTERING AUTHORITY) REF NO: 19/2023/24**
Directorate: Transport Administration and Licensing

SALARY : R527 298 per. annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus three (3) year National Diploma/Bachelor Degree in Public Administration or Management/Financial Management. Three (3) to Five (5) years' working experience in NaTIS Motor Vehicle Administration environment, of which two (2) years must be at supervisory level. Unendorsed driving Licence. Knowledge: Knowledge and understanding of the 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 Problem solving. Good interpersonal relationship.

Ability to work in a team as well as independently. Customer oriented and initiative.

DUTIES : Manage the administration of registration and licensing of motor vehicle. Administer and facilitate collection of revenue of registration and licensing of motor vehicles. Manage and coordinate procurement of necessary equipment's, stationery and cleaning materials for registering authorities. Provide support to registering authorities in relation to NaTIS procurement and training users. Ensure compliance to relevant legislation. Manage key performance areas of the managed within the sub-directorate and registering authorities.

ENQUIRIES : Ms L Segopolo Tel No: (018) 388 1231

POST 28/298 : **ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: 20/2023/24**
Directorate: Transport Terminals

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Mahikeng Airport (GD Montshiwa)
: Grade 12 plus a three (3) year tertiary qualification in Safety Management/Transport Management/Environmental Management. Minimum of 03 years working experience in safety environment valid Code 08 drivers license Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to South African Civil Aviation Authority Safety. Public Financial Management Act and Public Service Act and Regulations. Skills: Good communication skills (written & verbal) A sound computer literacy knowledge in microsoft word, excel, presentation and report writing skills, good organizational and planning skills and conflict resolution skills.

DUTIES : Planning, organizing, administration and implementation of the airport safety program, monitoring of safety issues, provision of safety education, investigating of incidents and accidents, conducting inspections on personnel and facilities to assess safety, Co-ordination of safety plan with other stakeholders/agencies affiliated to the airport, Responsible for safety awareness within the airport, Review all safety hazards, receive all safety feedback and evaluate with management, Implementing corrective measures on all safety issues, Writing monthly reports regarding safety issues/program to the airport manager.

ENQUIRIES : MS MM Nelson Tel No: (018) 3851027

POST 28/299 : **CHIEF FIRE OFFICER REF NO: 21/2023/24**
Directorate: Transport Terminals
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Mafikeng Airport (GD Montshioa)
: Grade 12 Certificate or equivalent plus appropriate recognised three years Bachelor's Degree/ National Diploma in Fire Technology or relevant as minimum requirement. At least three years relevant experience in the field of fire fighting of which two years should be at supervisory level. Valid drivers license. Knowledge: knowledge of Public Service Act, Public Finance Management Act and Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilisation and Rescue. Knowledge of Ventilation and First Aid Resuscitation. Sound knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using rescue equipment. Skills: Driving skills. Airport Standard and requirement skill. Fire fighting skills. Planning and organising skills. Analytical skills. Report writing and presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as individual and as a team.

DUTIES : Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep airport safe at all times. Maintain safety awareness of airport users. Maintain compliance of airport with Civil Aviation Regulation. Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.

ENQUIRIES : M Nelson Tel No: (018) 385 1027

POST 28/300 : **ASSISTANT DIRECTOR –AIRPORT SECURITY MANAGER REF NO: 22/2023/24**
Directorate: Transport Terminals (Airport)

SALARY : R527 298 per annum (Level 10)
CENTRE : Pilaesburg Airport
REQUIREMENTS : Grade 12 Certificate or equivalent. Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) coupled with three (3) years' experience at a supervisory level within the Aviation Security environment. Computer Literacy. Driver's License. No Criminal record (proof to be attached). Knowledge: Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. Skills: Must have a clear understanding of Customer Relations in the Aviation Sector. Manage threats against civil aviation facilities. Must have willingness to work long and irregular hours. Good communication skills and Co-ordinating skills. Planning and organizing skills.

DUTIES : Establishment of security programs. Make standards operating procedures and strike Action plan. Advice and give direction on security related matters. Customer care and manage contracted security. Manage all threats against the Civil Aviation related Activities. Make recommendations and take corrective measures. Conduct patrol on premises and around the perimeter fence as well as attend to its queries. Conduct Landside and Airside induction training. Manage all access control points. Ensuring the establishment of airport AVSEC committee in conformity of the requirements stipulated in the National Aviation Security Program (NASP). Serve as a chairperson of Local Aviation Security Committee (LASC).

ENQUIRIES : M Padi Tel No: (014) 5521261

POST 28/301 : **ASSISTANT DIRECTOR: COMMUTER SUBSIDIES REF NO: 23/2023/24**
Directorate: Public Transport Services
Re-advertisement; candidates who previously applied are encouraged to reapply

SALARY : R527 298 per annum (Level 10)
CENTRE : Mahikeng
REQUIREMENTS : Grade 12 Certificate or equivalent plus three-year National Diploma/Degree in Transport Management. Three years working experience in Public Transport Environment of which two years is for Supervisory level. Valid Driver's License. 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: 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. Computer literacy, problem solving abilities.

DUTIES : Administer commuter subsidies and contracts including monitoring of commuter operations. Liaise with commuter subsidies operators and other stakeholder. Budget management, attend monthly project meetings and render oversight functions to the monitoring firms. Verify spreadsheets for commuter services. Manage performance of personnel within the unit.

ENQUIRIES : DR OA Baikgaki Tel No: (018) 200 8319/8089

POST 28/302 : **CHIEF PROVINCIAL INSPECTOR REF NO: 24/2023/24**
Directorate: Law Enforcement

SALARY : R527 298 per annum (Level 10)
CENTRE : Taung 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 inspections/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.
- ENQUIRIES** : Mr PJ. Stone Tel No: (018) 381 9110/9104
- POST 28/303** : **CHIEF PROVINCIAL INSPECTOR REF NO: 25/2023/24 (X2 POSTS)**
Directorate: Law Enforcement
Re-advertisement; candidates who previously applied are encouraged to re-apply.
- SALARY** : R527 298 per annum (Level 10)
CENTRE : Montshioa Traffic Station and Mogwase 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 inspections/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.
- ENQUIRIES** : Mr PJ. Stone Tel No: (018) 381 9110/9104
- POST 28/304** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: 26/2023/24**
Directorate: Supply Chain Management
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade12 certificate or equivalent plus three (3) year National Diploma/Bachelor Degree in Supply Chain Management, Logistics Management, Public Administration or Management/ Financial Management. Valid Drivers Licence, Walker Bas Certificate is mandatory, three (3) to five (5) years' experience in Logistics Management, of which two (2) years must be at supervisory level. Knowledge: Knowledge of Supply Chain Management Prescripts. (BBBEE), Broad Based Black Economic Empowerment Act 53 of 2003. (PPPFA) Preferential Procurement Policy Framework Act 5 of 2000, (PFMA), Public Financial Management Act of 1999 as amended, Public Service Act, Performance Management Development System (PMDS). Skills: Computer literacy in Ms Office (word & Excel). Good interpersonal relationship, Good communication skills (Verbal and writing), Supervisory skills, Ability to work independently and under pressure.
- DUTIES** : Manage Logistics Management Unit, approved orders as per departmental financial delegations, Ensure timeous submission of payment vouchers to payment unit. Ensure effective and efficient management of 0-9 files for the

purpose of monitoring open orders. Administer and manage the inventory unit. Ensure proper replenishment and issuing of stock/ store items. Establish and maintain effective, efficient and transparent procurement system within the department. Verify SCM compliance on VA2's/ Requisition Control form. Ensure proper implementation of effective and efficient Supply Chain Management procedures and policies. Prepare responses to internal and external auditors. Preparation of monthly reports. Manage key responsibilities of the Logistics Management unit.

ENQUIRIES : Mr MI Lempe Tel No: (018) 200 8088

POST 28/305 : **ASSISTANT DIRECTOR: CREDITORS PAYMENT REF NO: 27/2023/24**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office
: Grade 12 certificate or equivalent plus three (3) years appropriate Degree/National Diploma in Accounting/Financial Management/Cost and Management Accounting. Three to five years (3 – 5) experience in Public Services Creditors Payments of which two (2) years must be at supervisory level. Knowledge: Extensive knowledge in WALKER –BAS system and BAS system(Reporting), Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain processes 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 : Perform monthly reconciliations of Creditors. Ensure timeous payment to creditors (30 days term). Check compliance and verify accuracy, validity, completeness and authorisation of invoices and claims. Authorise entities and resolve unpaid transactions into BAS system. Resolve Walker payments interface errors. Financial Reporting. Communicate financial information to Program Managers (includes Accruals and Payables to Financial Statements). Management of performance of contracts. Overall supervision of the Unit.

ENQUIRIES : MS K Tswaile Tel No: (018) 200 8144

POST 28/306 : **ASSISTANT DIRECTOR: BANK RECONCILIATION AND CASH FLOW MANAGEMENT REF NO: 28/2023/24**
Directorate: Management Accounting

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office
: Grade 12 certificate or equivalent plus three (3) years appropriate Bachelor's Degree/National Diploma in Accounting/Auditing/Financial Management. Three to five years (3 – 5) experience in within the Financial Management field, within budget and cash flow environment with two (2) years' experience at supervisory level. Knowledge: Extensive knowledge in BAS system, Public Finance Management Act (PFMA), Treasury Regulations 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 : Coordination of the departmental annual cash flow processes. Prepare and submit monthly cash flow requests. Monitoring of the departmental bank account. Prepare and compile inputs into the Annual Financial Statements. Clearing of suspense accounts. Resolve unpaid transactions, interface errors into BAS system. Monthly Bank reconciliation, exchequer grant and fund requisition. Management of the departmental petty cash processes. Provide support during the audit process by providing information and attend queries raised by the auditors. Manage the key responsibilities of the subordinates.

ENQUIRIES : MS L Motshumi Tel No: (018) 200 8175

POST 28/307 : **TRAINING OFFICER: FIRE SERVICES REF NO: 29/2023/24**
Directorate: Transport Terminals
(One year Contract)

SALARY CENTRE : R359 517 per annum (Level 08)
: Head Office

- REQUIREMENTS** : Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Demonstration with documentation a thorough training on Fire Prevention Management. Minimum of Two Years of experience in the fire services. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
- DUTIES** : Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel. Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.
- ENQUIRIES** : Mr Mogomotsi Padi Tel No: (014) 552 1261
- POST 28/308** : **FIRE PREVENTION OFFICER REF NO: 30/2023/24**
Directorate: Transport Terminals
(One year contract)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : GD Montshiwa Airport
REQUIREMENTS : Grade 12 Certificate or equivalent plus a three (3) year tertiary qualification in Fire Prevention/Fire Technology. Fire Fighter I and Fire Fight II certificate is mandatory. Hazmat Awareness and Hazmat Operations. Minimum of Two Years of experience in the Fire and Rescue Services field. Fire Prevention experience in Aviation Industry will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Fire and Rescue Services. Familiar with Fire Prevention Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, decision making, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
- DUTIES** : Ensure the development and smooth running of airport Fire Prevention Program. Conduct Fire Prevention Awareness to airport personnel. Ensure that Fire Prevention Program is implemented and maintained according to the aerodrome's fire services activities. Familiarise yourself and ensure compliance with CAR: Part 139.20.28 and 139.20.30. Conduct daily site inspections to identify any fire and safety hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance.
- ENQUIRIES** : Mr Shole Tel No: (018) 200 8075/8139
- POST 28/309** : **ENVIRONMENTAL MANAGEMENT OFFICER REF NO: 31/2023/24**
Directorate: Transport Terminals
(One year contract)
- SALARY** : R310 767 per annum, (OSD Notch)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate or equivalent. National Diploma/Bachelor Degree in Environmental Management/Natural Sciences. Minimum of Two Years' experience in Environmental Management will be an added advantage. A valid Driver's License. Knowledge: Knowledge and understanding of Environmental Management. Familiar with Environmental Auditing Principles. Skills: Good communication skills (written and verbal). Problem solving, planning and organising skills. Time management. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and working

- under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and Power Point. Accountability and good Ethical conduct.
- DUTIES** : Ensure the development and smooth running of airport environmental management program. Develop and Manage Aspects and Impacts Register. Ensure that EMP(s) are implemented and maintained according to the aerodrome's environmental management activities. Ensure compliance with CAR: Part 139.20.19, 139.20.20 and 139.20.23. Conduct regular site inspections to identify environmental hazards. Report on non-compliances and make recommendations and implement corrective actions to ensure compliance. Develop policies, procedures, and guidelines for the airport operations such as data management or safety procedures.
- ENQUIRIES** : Mr Bakang Matilo Tel No: (014) 552 1261
- POST 28/310** : **ARTISAN PRODUCTION GRADE A REF NO: 32/2023/24**
Directorate: Government Motor Fleet
- SALARY** : R220 533 per annum, (OSD)
- CENTRE** : Bojanala
- REQUIREMENTS** : Grade 10 plus a completed apprenticeship and passed trade test in motor mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, knowledge of Road Transport Quality system (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, self-management and analytic skills. Ability to communicate and Basic computer skills, customer focus and responsiveness, planning and organizing skills. problem solving skills and decision making.
- DUTIES** : Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assure serviced and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.
- ENQUIRIES** : Mr J. Leeuw Tel No: (014) 523 5727

DEPARTMENT PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
- FOR ATTENTION** : HR Recruitment - Mr. M.E Khaueo
- CLOSING DATE** : 31 August 2023 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
- NOTE** : Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and experience, including three (3) names of contactable referees. Post

requiring tertiary qualification(s), applicants must include copies of academic record(s) or transcript(s). Attach a copy of Identity Document. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applicant's previous information as background/reference checks will be verified through contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

POST 28/311 : **DEPUTY DIRECTOR: MAINTENANCE SERVICES REF NO: H/O 13/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package).
 : Head Office - Mahikeng
 : Qualifications: National Senior Certificate plus a National Diploma / Bachelor's Degree in Property Management/ Facilities Management /Built Environment or relevant Engineering qualification. A valid driver's license. Experience: 3-5 years relevant work experience of which 3 years at an Assistant Director level. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.

DUTIES : Coordinate and manage maintenance of Prestige residences. Manage general maintenance at Prestige residence. Manage Prestige residences on maintenance projects progress. Ensure accurate, timeous and coordinated information and reports. Present inspectorate submissions at departmental SCM committees. Control and monitor maintenance requests. Compiling specifications of work to be undertaken. Ensure that all procurement submissions are in accordance with the PFMA. Client Interface Management. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Costing and preparation of BOQs and estimates for projects. Facilitate security upgrade at Prestige residences. Supervise and conduct performance appraisals for Heads of Sections (Control Works Inspectors). Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. J. Mathabela Tel No: (018) 388 4632

POST 28/312 : **SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: H/O 14/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R531 381 per annum
 : Head Office - Mahikeng
 : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 6 to 8 years' relevant experience in legal matters. Knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department.

		Good Knowledge of corporate governance. Skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and Organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Overall coordinate and manage litigation matters for the department. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Conduct research on policy, legislation and legal principles. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered. Undertake legal research to provide sound legal services to the department. Supervise and quality check the work of subordinates.
<u>ENQUIRIES</u>	:	Ms. N.E Kgang Tel No: (018) 388 4143/1190
<u>POST 28/313</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND DISPOSALS REF NO: H/O 15/2023 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Head Office - Mahikeng
	:	Qualifications: National Senior Certificate plus a National Diploma/Degree in Real Estate or Property Studies/ Town and Regional Planning/ Property Management/ Public Administration/ LLB. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level. Knowledge: Knowledge and understanding of the North West Land Administration, Division of revenue (DORA), Government immovable Asset Management Act, No 19 of 2007, PFMA, National Treasury, Deeds Registries Act 47 of 1937, Spatial Planning Land Use management Act No 16 of 2013, Restitution of Land Act, Alienation of land Act no 68 of 1981, Other government property and land policies and prescripts. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution, presentation and facilitating skills.
<u>DUTIES</u>	:	Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/ buildings). Manage disposal of redundant State-owned properties. Identify un-surveyed and unregistered State-owned immovable assets and create data base / register. Liaise with relevant stakeholders regarding requests/ enquiries on state-owned land, including the land disputes. Prepare submissions and memos to various committees. Manage the land rights, way-leave agreements, administration of leases and registration. Prepare management reports. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. J. Lefakane Tel No: (018) - 388 4590
<u>POST 28/314</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ACCOMMODATION REF NO: H/O 16/2023 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Head Office – Mahikeng
	:	Qualifications: National Senior Certificate plus a National Diploma or Bachelor's degree in Real Estate/ Property Studies /Property Management or Public Administration. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level in the management of office accommodation and lease contract management. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.
<u>DUTIES</u>	:	Undertake space planning. Manage Provincial leased portfolio and provide office accommodation to client departments. Manage provincial leased office accommodation portfolio. Process office accommodation requests from all provincial client departments. Manage Related Parties Agreements with provincial users occupying State owned office buildings. Undertake space

planning and conduct utilisation inspections at State owned and leased office buildings. Present inspectorate submissions at departmental SCM committees. Compiling specifications of tenders to be advertised on behalf of clients. Ensure that all procurement submissions are in accordance with the PFMA. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Draft lease agreements, submissions and other documents resulting from lease negotiations. Manage and conduct inspections of residential and office accommodation. Submit reports and attend meetings as and when requested. Supervise staff.

ENQUIRIES : Mr. J. Mathabela Tel No: (018) 388 4632

POST 28/315 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: H/O 17/2023 (X1 POST)**

SALARY : R527 298 per annum (Level10)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma /Degree in Financial Management or Public Administration or relevant qualification. Valid driver's license. Experience: 2-3 years' work experience of which 2 years should be at a supervisory level. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Municipal Property Rates Act. Skills: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.

DUTIES : Verify provincial properties. Reconciliation of accounts. Regular visits to municipalities to collect invoices and supporting document. Update records on annual basis. Verify Payment Schedules and VA2. Make follow up with Supply Chain Management on payment. Identify properties without facility number. Ensure documentations are filed for records purpose. Ensure accuracy of proper payment. Attend meetings Compile quarterly projection. Ensure availability of cash flow. Compile expenditure report for both monthly and quarterly. Ensure that accounts are processed on time, and ensure information is captured on system. Ensure that accounts are allocated by municipality. Produce proof of payment to municipalities. Ensure filing system in place and all asset documents are filed accordingly. Produce monthly and quarterly report. Supervise staff.

ENQUIRIES : Ms C de Lange Tel No: (018) 388 4596

POST 28/316 : **LEGAL ADMIN OFFICER (MR-5) REF NO: H/O 18/2023 (X1 POST)**

SALARY : R420 642 per annum
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant equivalent qualification. A valid driver's license. Experience: At least 4 to 6 years' relevant experience in legal matters. knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Supervision of staff.

ENQUIRIES : Ms. Kgang N.E. Tel No: (018) 388 4143

POST 28/317 : **CHIEF WORKS INSPECTOR - MECHANICAL REF NO: H/O 20/2023 (X1 POST)**

SALARY : R359 517 per annum (Level 08)
CENTRE : Head Office - Mahikeng

- REQUIREMENTS** : Qualifications: National Senior Certificate plus a National Diploma in Mechanical Engineering (T /S/N streams) or Registration as Engineering Technician or a N3 and a passed trade test in the mechanical environment• Experience: 3-5 years' experience A valid driving license. Knowledge: Public Service Act Public Service Regulations Labour Relations Act Public Service Delivery Documents Performance Management Development System Contractual Manual Public Finance Management Act Occupational Health and Safety Skills: Good communication and interpersonal relations Analytical and problem solving Negotiations and conflict resolution Creative and innovative Ability to work independently and under pressure Ability to interact with stakeholders on various levels Numeric Sound report writing and Presentation skills.
- DUTIES** : Identifying needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Evaluate existing technical manuals standard drawings and procedures to incorporate new technology, produce technical design with specifications and submit timeous reports as required, ensure continuous professional development to keep up with new technologies and procedures. Render an inspection service work of done on new projects and existing structures. Development and interpretation of plans and sketches. Analyse and compile relevant projects documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Supervise staff.
- ENQUIRIES** : Mr. O.K. Diale Tel No: (018) 388 3528
- POST 28/318** : **SENIOR ADMIN OFFICER: OFFICE ACCOMMODATION REF NO: H/O 23/2023 (X1 POST)**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma /Degree in Financial Management/ Public Administration /Real Estate/ Property Studies/ Property Management. Valid driver's license. Experience: 2 years' relevant experience. Knowledge: A sound understanding of the Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyze the property market. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. Skills: Effective communication skills. Report writing skills. Computer literacy. General office administrative and organizational skills. Resourcefulness and creative. Conflict resolution skills. Ability to work under pressure.
- DUTIES** : Administer the renewal of leases. Administer the total procurement for all leases and make sure that leased buildings are compliant to OHS and other building regulations. Ensure that leases are signed by both parties. Ensure that lease expiry is being managed. Draft submission to the Bid Committee for advertising of the leases. Attend to site visits. Undertake space planning and conduct utilisation inspections at State owned and leased office buildings. Attend to AG queries to avoid audit queries. Compile lease reports monthly. Supervise staff.
- ENQUIRIES** : Ms T. Matsietsa Tel No: (018) 388 4630
- POST 28/319** : **SENIOR ADMIN OFFICER: HOUSING REF NO: H/O 24/2023 (X1 POST)**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma/Degree in Financial Management /Public Administration/ Real Estate/ Property Studies/ Property Management. A valid driver's licence. Experience: 2 years' relevant experience. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Skills: Ability to work independently. Sound report

		writing. Computer literacy. Problem solving skills. Analytical skills. Communication skills. Interpersonal relation. Negotiation and conflict resolution.
<u>DUTIES</u>	:	Update the lease register. Report defaulting tenants to Legal section. Report maintenance. Remind tenants on short term arrears. Compile lease agreements. Draft allocation letters. Inspect houses to confirm tenant's occupancy. Verify assets and confirm ownership. Opt arrear statements from Sage system. Ensure filing system is in place and all asset documents are filed accordingly. Supervise staff.
<u>ENQUIRIES</u>	:	Ms C de Lange Tel No: (018) 388 4596
<u>POST 28/320</u>	:	<u>SENIOR ADMIN OFFICER: MAINTENANCE SERVICES REF NO: H/O 25/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma /Degree in Property Management/ Facilities Management/Real Estate/Public Administration. Valid driver's licence. Experience: 2 years' relevant experience. Knowledge: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Skills: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.
<u>DUTIES</u>	:	Administer complaints received from clients. Compile reports. Administer project travel advances, expenses reports, consultant fees payments. Ensure vendors and consultants are accurately paid within the contractual timeframe. Approve invoices and advance requests. Stores and Inventory Management. Monitor pay rolls and distribute payslips. Provide HRM services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. P.H. Ndaleneni Tel No: (018) 388 3878
<u>POST 28/321</u>	:	<u>CHIEF WORKS INSPECTOR REF NO: KK01/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Buildings Inspectorate (X1 Post) Buildings Potchefstroom-Electro/Mechanical (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and experience: A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in building environment, electrical or mechanical environment or Registration as an Engineering Technician. Three (3) – five (5) years appropriate Buildings experience. A valid Driver's license. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. Skills: Numeric. Good communication and interpersonal relations. Analytical and problem solving. Conflict management. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service of work done on new projects and existing structure. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of extended Public works Programme.
<u>ENQUIRIES</u>	:	Ms. B. Ngqondi Tel No: (018) 492 0416
<u>APPLICATIONS</u>	:	All Posting Applications must be addressed to: The District Manager, Public Works and Roads, Ngaka Modiri Molema District, Private Bag X918, Potchefstroom, 2520, Or Hand deliver to Registry Office no. 131, Kruis Street - Dr Kenneth Kaunda District Office, Potchefstroom, 2520. For Attention: Dep. Director - Corporate Management: Ms. C. Hlabatau. All Applications, must be addressed as Post Reference and Institution Indicate:
<u>POST 28/322</u>	:	<u>LEGAL ADMIN OFFICER (MR-4) REF NO: H/O 19/2023 (X1 POST)</u>
<u>SALARY</u>	:	R351 618 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng
	:	Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 3-4 years' relevant experience in legal matters. Knowledge: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. Skills: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services.
<u>ENQUIRIES</u>	:	Ms. N.E Kgang. Tel No: (018) 388 4143
<u>POST 28/323</u>	:	<u>WORKS INSPECTOR - ELECTRICAL REF NO: H/O 21/2023 (X1 POST)</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the electrical environment or Registration as an Engineering Technician. A valid driving license. Experience: no experience required. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents. Performance Management Development System. Contractual Manual. Public Finance Management Act. Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing. Presentation skills.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.
<u>ENQUIRIES</u>	:	Mr. M D. Lenkopane Tel No: (018) 388 3017
<u>POST 28/324</u>	:	<u>WORKS INSPECTOR - MECHANICAL REF NO: H/O 22/2023 (X1 POST)</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the Mechanical environment or Registration as an Engineering Technician and a valid driver's license. Experience: No experience required. Knowledge: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents. Performance Management Development System. Contractual Manual. Public Finance Management Act. Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing and Presentation skills.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant

documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timely development of reports on problems emanating from projects.

ENQUIRIES

: Mr. O.K. Diale Tel No: (018) 388 3528