

2024 -06- 18

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Private Bag x 9491, Polokwane, 0700



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Ref: S4/1/1

Enq: Ms. Rammala M.Y

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT

DEPARTMENTAL CIRCULAR NO 14 OF 2024

**ADVERTISEMENT OF VACANT POSTS IN THE DEPARTMENT OF TRANSPORT
AND COMMUNITY SAFETY**

1. Department of **Transport and Community Safety** is an equal opportunity, affirmative action employer with clear employment equity targets. Appointment into these posts prefer Women and Persons with Disabilities.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
3. Applications must be submitted on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are to specify the centre on z83 form.
4. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).
5. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)*" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interest?*". Applicants may leave the following question blank if they are not in possession of such: "*If your profession or occupation requires official registration, provide date and particulars of registration*". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see

attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

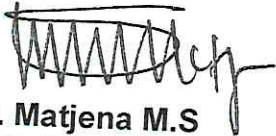
6. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications and will be subjected to Personnel Suitability Check for Security reasons.
8. **Applicants are required to submit Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews.**
9. The contents of this Circular will also be posted on the following websites **www.ldtcs.gov.za, www.limpopo.gov.za and www.dpsa.gov.za**
10. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applications should be directed to the centre (Head Office or districts) where the post is located as follows:
11.
 - The Head of Department (For Head Office posts only)**
Department of Transport and Community Safety,
Private Bag X 9491, Polokwane, 0700 OR handed in at Phamoko Building,
Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.
 - Capricorn District, 32 Schoeman Street, Polokwane**
The Director, Private Bag X 9324, Polokwane, 0700, Tel No 073 170 6748
 - Sekhukhune District, Lebowakgomo Govt. Complex**
The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No 015 633 5150
 - Waterberg District, NTK Building, Modimolle, Cnr Limpopo Street & Thabo Mbeki**
The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 701 3448
 - Mopani District, Giyani Govt Complex**
The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000
 - Vhembe District, Thohoyandou Govt. Complex**
The Director, Private Bag X 2145, Sibasa, 0790, Tel No 015 960 3000

12. The closing date for submission of applications is **12th of July 2024 @16h00**. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
Enquiries: Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto M.S: 015 295 1163

13. Communication will only be with shortlisted candidates and if you do not receive any response from us within 90 days /three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000).

14. **Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews.**

15. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.



Mr. Matjena M.S

HoD: Transport and Community Safety

Date: 14/06/2024

ANNEXURE A

POST 1: DEPUTY DIRECTOR: TRANSPORT REGULATION (REF: LDTCS 001/2024)

SALARY: All-inclusive remuneration package of R1 003 890 per annum. (Level 12)
The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: SEKHUKHUNE DISTRICT

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Road Traffic Law Enforcement
- Any other qualifications in Road Traffic / Traffic Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license, at least Code EB (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

KEY PERFORMANCE AREA

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations.
- Manage the implementation of operational law enforcement and road safety plans

- Manage registration and licensing services.
- Manage provision of traffic operational resources.
- Ensure effective and efficient leadership.
- Management of service delivery improvement in traffic management.
- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.
- Identify and manage risks.
- Manage Traffic Legislation development and compliance.
- Manage the implementation of transport safety outreach programmes.
- Manage traffic information and management systems.
- Provide incident management systems.
- Manage traffic administration services.

**POST 2: DEPUTY DIRECTOR: TRAFFIC SUPPORT SERVICES (REF: LDTCS
002/2024)**

SALARY: All-inclusive remuneration package of R1 003 890 per annum. (Level 12)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Chief Traffic Officer.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

KEY PERFORMANCE AREA

- Manage provision of traffic operational resources.
- Ensure effective and efficient leadership.
- Management of service delivery improvement in traffic management.
- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.
- Identify and manage risks.

POST 3: DEPUTY DIRECTOR: POLICE CONDUCT AND COMPLIANCE (REF: LDTCS 003/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. Level 11

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- An undergraduate qualification in Public Administration will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Community structures, Good government and Batho – Pele principles, SAPS Act, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, high level report writing and computer skills, Public Service Transformation, Government systems and structures, Negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations,

KEY PERFORMANCE AREA

- Manage complaints against South African Police Service in the Province.
- Coordinate, facilitate and ensure the smooth monitoring and implementation of Court Watch Brief in the Province.
- Manage and ensure effective monitoring of the implementation of Domestic Violence Act 116/1998 compliance by SAPS as per the National Instructions 7/1999.
- Manage the process flow of IPID as per the IPID regulations and other guiding systems.
- Plan and prepare Domestic Violence act capacity building on SAPS as per section 2 of Domestic Violence Act 116/1998.
- Plan and prepare Domestic Violence Act awareness campaign to community members so that they know their Domestic Violence Act rights as per section 2 of Domestic Violence Act 116/1998.

POST 4: DEPUTY DIRECTOR: INSPECTORATE SERVICES (REF: LDTCS 004 /2024)

**SALARY: All-inclusive remuneration package of R849 702.00 per annum.
(Level 11)**

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Diploma for Examiner of Motor Vehicles.
- Diploma for Examiner of Driving Licence.
- NATIS training qualification.
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.

- Computer Literacy.
- Valid driver's license (with exception of person with disabilities).

CORE AND PROCESS COMPETENCIES.

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels, Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

KEY PERFORMANCE AREA

- Ensure compliance to National Road Traffic Act 93/1996 and other related legislations.
- Manage inspection and legal compliance audit at DLTC's VTS, Private VTS's MIB, R/A's.
- Manage e-Natis transaction audits.
- Manage identification of e-Natis possible risk areas.
- Manage the provision of face value forms and ordinary forms.
- Manage coordination of life scan units in the province
- Identify and manage risks.
- Ensure effective and efficient leadership.
- Management of service delivery improvement in registration and licensing services.
- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.

POST 5: CONTROL PROVINCIAL INSPECTOR: TRAFFIC INFORMATION SYSTEMS (REF: LDTCS 005/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum (LEVEL 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- A qualification in Road Traffic / Traffic management will be an added advantage.
- 7 – 10 years' experience working experience in the field in Traffic Law enforcement.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license, at least Code B (with exception of person with disability).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and depth knowledge of and understanding of the legislative framework governing National Road Traffic Act, Project Management and project planning, Policy Analysis and development, knowledge of PFMA, Knowledge of Criminal Procedure Act, Strategic Planning, Conflict Management, Ability to work under pressure, Strong leadership and team building skills, Accident reconstruction, Computer Literacy.

KEY PERFORMANCE AREA

- Ensure provision of Traffic Information services.
- Manage incident management system.
- Provide accident management services.
- Plan and execute special operations.

POST 6: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICS AND DISPOSAL) (REF: LDTCS 006/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Finance/ Asset/ Logistics will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation, PFMA, PPPFA. Assets related policies and FINEST, Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge.

KEY PERFORMANCE AREA

- Manage the functional operation of the sub directorate: Logistics and disposal management.
- Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices.
- Manage the sub directorate: logistics and disposal and undertake all administrative functions required with regard to financial and HR management.

POST 7: CONTROL PROVINCIAL INSPECTOR: TRAFFIC EQUIPMENT AND FIREARMS (REF: LDTCS 007/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).

- A qualification in Traffic Management will be an added advantage.
- A recognized Road Traffic Diploma
- 7 – 10 years' working experience in the field of Traffic Law enforcement.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license, at least Code B (with exception of person with disabilities).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge in Traffic Management policies, legislations, and Traffic Management regulations, Driving skills, Vehicle inspections / impoundment, Computer literacy, Good communication skills, Problem solving, Customer relationship, Records management, Resource Management, Mentor and Coaching, Service delivery, Fire – arm control Act and regulations.

KEY PERFORMANCE AREA

- Managing the procurement and issuing of traffic equipment and stationery
- Managing the procurement of traffic uniform and issuing process
- Manage compliance with firearm control act (procurement and installation of safes, registration of the department, permit for traffic officers, competency certificates, etc).
- Maintain database of personnel and equipment
- Plan and arrange meetings with National Treasury, Management, and equipment officers.

POST 8: CONTROL PROVINCIAL INSPECTOR: PUBLIC TRANSPORT OPERATIONS (REF: LDTCS 008/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).

- Basic Diploma for Traffic Law Enforcement
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- 7 – 10 years' experience working experience in the field in Traffic Law enforcement.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license, at least Code B (with exception of person with disability).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

KEY PERFORMANCE AREAS

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, and other related legislations.
- Manage and coordinate the implementation of Public Transport Operations
- Ensure effective and Efficient Leadership
- Manage Service delivery improvement.
- Manage Human & Financial resources.
- Ensure effective and Efficient Asset management.
- Identify and manage risks.

POST 9: CONTROL PROVINCIAL INSPECTOR: OVERLOAD CONTROL (REF: LDTCS 009/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- 7 – 10 years' experience working experience in the field in Traffic Law enforcement.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

KEY PERFORMANCE AREAS

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, and other related legislations.
- Manage and Coordinate overloading Control Operations.
- Ensure effective and Efficient Leadership
- Management of Human and Financial Resources
- Manage Service Delivery improvement.
- Ensure effective and Efficient Asset management.
- Identify and manage risks.

POST 10: DEPUTY DIRECTOR: BUS SUBSIDY MANAGEMENT (REF: LDTCS 010/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics / Transport Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, knowledge of the Public Transport modes and the industry, knowledge and management of the Tendered and negotiated contract system as per the NLTTA, Experience in Budget Control and finance, Experience in the management of people, Ability to supervise the work of others, Ability to establish and maintain effective working relations with end users and departmental transport Officers, knowledge of the principles of organisation and administration, Negotiation Skills, Management skills, Problem solving skills, Interpersonal relations.

KEY PERFORMANCE AREAS

- Manage funding of Bus subsidies.
- Manage the processing of subsidy data / statistics.
- Manage the processing of subsidy claims.

**POST 11: DEPUTY DIRECTOR: PRE (PROVINCIAL REGULATORY ENTITY)
(REF: LDTCS 011/2024)**

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics / Law / Logistics and Transport Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

NB. Candidate selection for this position will be done in accordance with Sections 13 and 23 of the National Land Transport Act, 05 of 2009

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, thorough knowledge of PFMA. Management skills, Problem solving skills, conflict management, Decision making, problem solving, negotiation skills, Interpersonal relations.

KEY PERFORMANCE AREAS

- Manage the administration logistics pertaining to the publishing of operating licence applications.
- Manage the rendering of secretariat services to the PRE.
- Manage the rendering of administrative support services to the PRE.

POST 12: DEPUTY DIRECTOR: BUS CONTRACT ADMINISTRATION AND SCHOLAR TRANSPORT MANAGEMENT (REF: LDTCS 012/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics / Logistics and Transport Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, thorough knowledge of the principles and practices of Vehicular maintenance and repair, Ability to supervise the work of others, Ability to establish and maintain effective working relations with end users and departmental transport Officers, knowledge of the principles of organisation and administration, Negotiation Skills, Management skills, Problem solving skills, Interpersonal relations, facilitation Skills, report writing skills, Quality management skills, Written and verbal communication skills,

KEY PERFORMANCE AREAS

- Manage and control the implementation of Public and Scholar Transport Funding
- Manage the implementation of Bus Subsidy and Scholar Transport Funding Policy
- Manage the implementation of Bus Scholar Transport Tender Contracts
- Manage and monitor the implementation and creation of routes and other issues relating to the transportation of learners.
- Manage and Control Database on schools and public Transport Operational Statistics.

POST 13: DEPUTY DIRECTOR: ICT BUSINESS SOLUTIONS (REF: LDTCS 013/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Professional ICT qualifications (MCSE Windows 2000, MCSA, MCTIP, or MCTS) will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Legislation and policies governing ICT, Experience in Microsoft Exchange and Microsoft Office suites, Ability to supervise the work of others, Ability to establish and maintain effective working relations with end users, Knowledge of the principles of organisation and administration, Negotiation Skills, Management skills, Problem solving skills, Interpersonal relations, and Report writing.

KEY PERFORMANCE AREAS

- Manage the Departmental Enterprise Architect.
- Discovering, implementing, and administering business technology solutions
- Manage ICT acquisition and security processes.

POST 14: DEPUTY DIRECTOR: TRANSPORT OPERATIONS (REF: LDTCS 014/2024)

SALARY: All-inclusive remuneration package of R849 702 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: CAPRICORN DISTRICT: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).

- A qualification in Transport Management / Logistics and Transport Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Computer Literacy, Knowledge of Public Transport products and programs, Public Transport history and current situation in SA, PFMA and Treasury regulations, Knowledge of Public Service Policies and Procedures, Communication skills, Conflict Management, Public relations, Analytical thinking, and strategic Management.

KEY PERFORMANCE AREA

- Manage the registration and licensing of public transport and transport operators.
- Manage transport operator conflicts.
- Monitor transport operator safety and compliance.
- Monitor implementation of rural transport strategy

POST 15: DEPUTY DIRECTOR: FINANCE (REF: LDTCS 015/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, PERSAL, LOGIS Treasury regulations, Financial Management, Project, programme management skills, risk identification and management, extensive knowledge and interpretation of accounting and reporting standard and good understanding of government Standard Chart of Accounts.

KEY PERFORMANCE AREA

- Manage payment of salaries in the district
- Prepare budget and monitor expenditure.
- Manage procurement services and district assets.
- Manage revenue and ensure proper control measures.
- Ensure compliance to rules and regulations of financial policies.

POST 16: CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION

(REF: LDTCS 016/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: WATERBERG DISTRICT (MODIMOLLE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- 7 – 10 years experience working in the field in Traffic Law enforcement.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license, at least Code B (with exception of person with disability).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

KEY PERFORMANCE AREAS

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, and other related legislations.
- Manage the implementation of operational law enforcement and road safety plans.
- Manage registration and licensing services.
- Manage provision of traffic operational resources.
- Ensure effective and efficient leadership.
- Management of service delivery improvement in traffic management.
- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.
- Manage Traffic Legislation development and compliance.
- Manage the implementation of transport safety outreach programmes.
- Manage traffic information and management systems.
- Provide incident management systems.
- Manage traffic administration services.

POST 17: DEPUTY DIRECTOR: REVENUE & DEBT (REF: LDTCS 017/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Finance / Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, Treasury regulations, Financial Management, Project and programme management skills, risk identification and management, Extensive knowledge and interpretation of accounting and reporting standard and good understanding of government Standard Chart of Accounts.

KEY PERFORMANCE AREAS

- Monitor controls and coordinate revenue and debt collection.
- Monitor reconciliation on revenue and debt collection.
- Coordinate revenue returns.
- Ensure proper control system within the section.
- Enforce compliance to rules and regulations of revenue policies.
- Manage the recovery of departmental debt.

POST 18: DEPUTY DIRECTOR: ASSET MANAGEMENT (REF: LDTCS 018/2024)

SALARY: All-inclusive remuneration package of R849 702.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Finance/ Asset will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in financial/asset management.
- Valid Driver's Licence (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, LOGIS, Treasury regulations, Financial Management, Project and programme management skills, risk identification and management, Extensive knowledge and interpretation of accounting and reporting standard and good understanding of government Standard Chart of Accounts.

KEY PERFORMANCE AREAS

- Manage the sub – directorate physical Assets Management
- Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices.
- Monitor Physical Asset disposals.
- Manage consolidated Asset Register

POST 19: SENIOR LEGAL ADMINISTRATION OFFICER (REF: LDTCS 019/2024)

SALARY: R556 356 – R1 314 666 per annum. (salary will be determined in accordance with OSD requirements)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development and as recognized by South African Qualifications Authority (SAQA).
- Eight (8) years post qualification legal experience.
- Valid driver's license (with exception of person with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of South African Law, interpretation of Acts and Regulations, Legal Drafting, legal Research, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts.

KEY PERFORMANCE AREA

- Provide Legal opinion and advice.
- Liaise with state attorney in litigation matters involving the department.
- Draft legal contracts
- Provide legal advisory services to the MEC, HoD and Employees in the Department

POST 20: CHIEF ARTISAN GRADE A: GARAGE MANAGER X 4 POSTS

(REF: LDT CS 020/2024)

SALARY R556 356 – R1 314 666 (salary will be determined in accordance with OSD requirements)

CENTER: MOPANI, SEKHUKHUNE, VHEMBE AND WATERBERG DISTRICT

MINIMUM REQUIREMENTS: -

- An appropriate Trade Test certificate in the field of Motor/Diesel Mechanic and related fields.
- Ten (10) years post qualification experience as an Artisan/Artisan Foreman.
- Computer literacy (Microsoft Office Package).
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Thorough knowledge of the principles and practices of vehicular maintenance and repair, Ability to supervise the work of others, Ability to establish and maintain effective working relations with end users and departmental transport officers, Managerial Skills, Computer Literacy, Analytical Thinking Skills, Communication Skills, Report Writing Skills, Decision making. Knowledge of compliance requirements to the Occupational Health and Safety Act.

KEY PERFORMANCE AREA

- Manage the government workshop and ensure compliance to prescribed standards
- Oversee repair of heavy and light government vehicles
- Manage maintenance of heavy and light vehicles.
- Monitor breakdown services.
- Monitor secret marking of vehicles.
- Oversee annual vehicles inspection.

POST 21: CHIEF PROVINCIAL INSPECTOR: DEPARTMENTAL FIREARM OFFICER (REF: LDTCS 021/2024)

SALARY: R552 081.00.per annum (LEVEL 10)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- Any other qualification in Road Traffic / Traffic Management will be an added advantage.
- 3 - 5 years' experience at supervisory level
- 7-10 years working experience in the traffic law enforcement field.
- Valid driver's license (with exception of persons with disabilities)
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

KEY PERFORMANCE AREAS

- Manage Compliance with the Firearm Control Act 60 of 2000.
- Manage firearms and ammunitions.

- Ensure effective and Efficient Leadership
- Manage Service delivery improvement.
- Manage Human Resources & Financial management.
- Ensure effective and Efficient Asset management.

**POST 22: CHIEF PROVINCIAL INSPECTOR: VOCATIONAL (FORMAL) TRAINING
(REF: LDTCS 022/2024)**

SALARY: R552 081.00.per annum (LEVEL 10)

CENTRE: HEAD OFFICE (LIMPOPO TRAFFIC COLLEGE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A recognised Road Traffic Diploma
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- 7-10 years working experience in the traffic law enforcement field.
- 3 - 5 years' experience at supervisory level
- Valid Driver's Licence (with exception of persons with disabilities)
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Implement vocational (formal) training at the college.
- Conduct training assessment.
- Conduct evaluation programs.
- Perform Law Enforcement duties.
- Provide Vocational (formal) training programs.

POST 23: CHIEF PROVINCIAL INSPECTOR (PTU) (REF: LDTCS 023/2024)

SALARY: R 552 081 per annum (LEVEL 10)

CENTER: SEKHUKHUNE DISTRICT

MINIMUM REQUIREMENTS: -

- An undergraduate qualification NQF level 6 or equivalent as recognised by SAQA.
- 3-5 years supervisory experience at supervisory level
- 7-10 years working experience in the traffic law enforcement field.
- A recognised Road Traffic Diploma
- Valid driver's license, at least Code B (with exception of persons with disabilities)
- No criminal record.

CORE AND PROCESS COMPETENCIES

Extensive knowledge of Traffic Management policies and regulations, Relevant Legislations and Traffic Management regulations, Communications skills, Problem Solving and Analysis, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer focus

KEY PERFORMANCE AREA

- Manage and enforce Road Traffic, Public Passenger, Transport Legislation and Other relevant Legislation.
- Manage joint law enforcement activities and projects (Co-Operative governance)
- Manage resources and provide leadership and direction to all subordinates.
- Identify and manage risks.
- Manage the performance of all the administrative activities and related duties.

POST 24: ASSISTANT DIRECTOR: TRANSPORT SAFETY PROMOTION

(REF: LDTCS 024/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Road safety will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge in all Road Safety products and programs, Road Safety history and current situation in SA, Computer literacy, Interpersonal relations, Report writing and presentation skills, Research skills, Organizing and problem-solving skills, Excellent interpersonal and communication skills, ability to function under pressure, Legislations, Labour relation Act.

KEY PERFORMANCE AREAS

- Ensure the implementation of road safety education and awareness programmes.
- Ensure the implementation of community safety outreach programmes.
- Identify and manage hazardous locations and high accident zones.

POST 25: ASSISTANT DIRECTOR: TRANSPORT OPERATOR EMPOWERMENT

(REF: LDTCS 025/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics / Transport Management / Logistics will be an added advantage.
- **3 - 5 years' experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Facilitation skills, Coordination and administration skills, Report writing skills, Quality management, Written and verbal communication skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Coordinate the implementation of Taxi Operators empowerment.
- Coordinate the implementation of Bus Operators empowerment.
- Coordinate the implementation of Women in Transport empowerment (Taxi and Buses).
- Coordinate the implementation of training of SMME's.

**POST 26: ASSISTANT DIRECTOR: CONFLICT MANAGEMENT (REF: LDTCS
026/2024)**

SALARY: R444 036.per annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Transport Development Planning/ Transportation Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of Public Transport Legislations and Regulations, Thorough knowledge of Public Service policies and procedures, Transport management, policy analysis and policy development, financial management, operational and strategic planning, strong leadership and team building skills, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Implementation of Legislations governing Public Transport
- Conduct technical inspections on all Provincial routes.
- Monitor National Traffic Registry (NTR) administrative systems – (RAS)
- Monitor and render advice to the Provincial Taxi Council

POST 27: ASSISTANT DIRECTOR: HR RECORDS (REF: LDTCS 027/2024)

SALARY: R444 036.00.per.annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Records Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA, policy development skills, strong leadership and team building skills, Labour relations acts, communication and negotiation skills, Analytical thinking and innovative skills, Conflict resolution and problem-solving skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Manage the activities of employee records and the personnel responsible for keeping and maintain records.
- Ensure compliance with institutional requirements in terms of identification and classification of employee records.
- Ensure compliance with storage requirements.
- Ensure implementation of systematic disposal programme
- Implement records keeping systems and records control mechanisms.

POST 28: ASSISTANT DIRECTOR: DEPARTMENTAL TRANSPORT SERVICES X 2 POSTS (REF: LDTCS 028/2024)

SALARY: R444 036.per annum (LEVEL 9)

CENTRE: HEAD OFFICE AND VHEMBE (POLOKWANE & THOHOYANDOU)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).

- A qualification in Transport Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Monitor purchase of Departmental Vehicles.
- Manage allocation of Departmental vehicles
- Facilitate maintenance of Departmental vehicle asset register
- Disposal unserviceable assets
- Ensure compliance of policy by the Department Officials

**POST 29: ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES X 4 POSTS
(REF: LDTCS 029/2024)**

SALARY: R444 036.per.annum (LEVEL 9)

**CENTRE: CAPRICORN, SEKHUKHUNE, VHEMBE AND MOPANI DISTRICT
(POLOKWANE , LEBOWAKGOMO , THOHOYANDOU & GIYANI)**

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Public Service Regulations and Public Service Act and other legislations, Labour relations acts, Interpersonal relations.

KEY PERFORMANCE AREAS

- Facilitate fleet management.
- Handle accidents, theft and abuse cases.
- Analyse logs returns
- Process applications and claims for subsidized vehicles.
- Process withdrawals.
- Register and licences GG motor vehicles.

POST 30: ASSISTANT DIRECTOR: RECORDS, FACILITIES & EPWP x 2 POSTS
(REF: LDTCS 030/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: CAPRICORN AND SEKHUKHUNE DISTRICT (POLOKWANE AND LEBOWAKGOMO)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Records management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Report writing and presentation skills, Research skills, Organizing and problem-solving skills, Excellent interpersonal and communication skills, ability to function under pressure.

KEY PERFORMANCE AREAS

- Manage records.
- Provide furniture and accommodation.
- Manage cleaning and gardening services.

- Manage security services.
- Manage compliance with guidelines by participants in EPWP projects.

POST 31: ASSISTANT DIRECTOR: REVENUE & DEBT X 2 POSTS (REF: LDTCS 031/2024)

SALARY: R444 036.per annum (LEVEL 9)

CENTRE: CAPRICORN AND WATERBERG DISTRICT (POLOKWANE AND MODIMOLLE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Accounting / Financial Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Control district revenue.
- Ensure compliance to rules and regulations of revenue policies.
- Management of revenue returns
- Management of district debt
- Ensure proper control measures.

POST 32: ASSISTANT DIRECTOR: TRANSFORMATION & SERVICE DELIVERY X 3 POSTS (REF: LDTCS 032/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: CAPRICORN, VHEMBE AND MOPANI DISTRICTS (POLOKWANE, THOHOYANDOU & GIYANI)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Administration will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Labour relations acts, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Manage and coordinate employee assistance programmes.
- Manage and monitor customer care and service delivery.
- Conduct research, investigations on service delivery and customer satisfaction surveys.
- Manage and coordinate Batho – Pele events as well as road shows.

POST 33: ASSISTANT DIRECTOR: TRANSPORT OPERATING LICENSING (REF: LDTCS 033/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: MOPANI DISTRICT

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics / Logistics management/ Transportation management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of all Public Transport products and programs, project management, Public Transport history and current situation in South Africa, Knowledge of PFMA, Financial management, policy development skills, strong leadership and team building skills, Labour relations acts, Public relations, management skills, Interpersonal relations.

KEY PERFORMANCE AREAS

- Monitor the registration and licensing of Public Transport and Transport operators.
- Monitor the resolution of transport operator conflicts.
- Ensure transport operator safety and compliance.

POST 34: ASSISTANT DIRECTOR: SHERQ MANAGEMENT

(REF: LDTCS 034/2024)

SALARY: R444 036.00.per.annum (LEVEL 9)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Occupational Health & Safety will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, policy development skills, strong leadership and team building skills, Problem solving, Client orientation and customer focus, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Coordinate, facilitate the promotion and implementation of Safety, Health, Environment, Risk and quality (SHERQ) measures in the department.
- Coordinate occupational injuries and diseases in the department.
- Facilitate provision of risk management and quality assurance.
- Coordinate the functioning of all OHS Act statutory governance structures (Committees and Management structures)

POST 35: ASSISTANT DIRECTOR GITO: CORPORATE MANAGEMENT

(REF: LDTCS 035/2024)

SALARY: R444 036.per.annum (LEVEL 9)

CENTRE: VHEMBE DISTRICT

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Information Technology will be an added advantage.
- 3 - 5 years' experience at supervisory level on the same field or related field
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of Legislation and policies governing ICT, Experience in Microsoft Exchange and Microsoft Office suites, Conflict resolution and Problem solving, Presentation skills, Managerial skills, Report writing and Presentation skills, Research skills, Organizing and Problem-Solving skills, Ability to function under pressure, and teamwork.

KEY PERFORMANCE AREAS

- Provide technical support functions to the districts, traffic stations and cost centres.
- Standardise desktop software and update anti-virus software and server.
- Manage the ICT Network Infrastructure.
- Ensure provision of IT equipment and services

POST 36: ASSISTANT DIRECTOR: EMPLOYEE WELLNESS X 2 POSTS

(REF: LDTCS 036/2024)

SALARY: R444 036 per annum (LEVEL 9)

CENTRE: VHEMBE AND WATERBERG DISTRICT

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Social science will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Report writing and presentation skills, Research skills, Organizing and problem-solving skills, Excellent interpersonal and communication skills, ability to function under pressure, Legislations, Labour relation Act.

KEY PERFORMANCE AREAS

- Manage and coordinate employee assistance programmes.
- Manage and monitor customer care and service delivery.
- Conduct research, investigations on service delivery and customer satisfaction surveys.
- Manage and coordinate Batho – Pele events as well as Road Shows.

POST 37: ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & EQUITY

(REF: LDTCS 037/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Human Resource Management / Human Resource Development / Public Administration will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- PERSAL Controller Certificate will be an added advantage.
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer Literacy, Presentation skills, numeracy, PERSAL, Excel, Public Services Regulations, Public Service Act, Interpersonal relations, Knowledge of PFMA, Knowledge on Labour Relation Acts, and HR prescripts, Report writing and presentation skills, Communication skills, Conflict Management, Analytical thinking and team.

KEY PERFORMANCE AREAS

- Assist in the development, review and implementation of Human Resource Plan.
- Assist in the development, review and implementation of Employment Equity Plan
- Provide Human Resource Information.
- Handling PERSAL and staff Establishment
- Serve as Human Resource PERSAL Controller.

POST 38: ASSISTANT DIRECTOR: REMEDIAL SERVICES (REF: LDTCS 038/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Labour Relations will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of the Public Services act, Public Service Act Regulations, including all other Labour Law prescripts, PFMA, Legislations, Interpersonal relations, Report writing and presentation skills, Communication skills, Computer skills, Conflict Management, Analytical thinking and team.

KEY PERFORMANCE AREAS

- Management of Remedial Services
- Conducting workshops on Management of Discipline.
- Representing the department in the GPSSBC, CCPLP and other forums.
- Implementation of the Department disciplinary code and procedures.
- Negotiate and consult with the trade union on matter of mutual interest.
- Conduct research on Labour Relations programmes and impact analysis for anticipates charges.

POST 39: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT X 2

POSTS (REF: LDTCS 039/2024)

SALARY: R444 036.per.annum (LEVEL 9)

CENTRE: CAPRICORN AND WATERBERG DISTRICT (POLOKWANE & MODIMOLLE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Human Resource Management / Development will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- PERSAL Certificate / results
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations.

KEY PERFORMANCE AREAS

- Render personnel provision and utilisation
- Render personnel training and development services.
- Render labour relations services
- Render job evaluation and job analysis services
- Manage conditions of services
- Render PMS services.

POST 40: ASSISTANT DIRECTOR: SECURITY MANAGEMENT (REF: LDT 040/2024)

SALARY: R444 036. per annum (LEVEL 9)

CENTRE : HEAD OFFICE : POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Security Management or equivalent will be an added advantage.
- 3–5-years related Security Management or equivalent experience at supervisory/management level (Administration Officer).
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Public Relations, management skills, Interpersonal relations, Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service, Knowledge of Physical and information security, Knowledge of CCTV cameras, Knowledge of fire Arm.

KEY PERFORMANCE AREAS

- Coordinate and conduct physical security.

- Coordinate information security.
- Coordinate compliance to security contracts.
- Conduct security checks to enhance compliance
- Coordinate security monitoring and reports

POST 41: ASSISTANT DIRECTOR: POLICE RESEARCH (REF: LDT 041/2024)

SALARY: R444 036 per annum (LEVEL 9)

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Research will be an added advantage.
- 3–5-years related Security Management or equivalent experience at supervisory/management level (Administration Officer).
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, ability to analyse the findings and make recommendations, Understanding of the Legislative framework governing the public services, Extensive knowledge of Research ethical considerations, standards and decision making, ability to display adequate understanding of policy monitoring and evaluation, Strong presentation and report writing skills, policy development skills, strong leadership and team building skills,

KEY PERFORMANCE AREAS

- Conduct Research projects in Policing matters to identify root causes of crime in the province departmental, provincial, and national projects.
- Conduct research projects as directed by the Executive Management
- Collection of information from a wide variety of sources, e.g. Primary and Secondary data.
- Analysis of the information and form a conclusion.
- To render a management support services to research unit.

POST 42: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT (REF: LDT 042/2024)

SALARY: R444 036 per annum (LEVEL 9)

CENTRE: HEAD OFFICE: POLOKWANE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Human Resource Management will be an added advantage.
- 3–5-year related or equivalent experience at supervisory/management level (Administration Officer).
- PERSAL Certificate / results
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Understanding of the Legislative framework governing the public services, written and verbal communication skills, Planning and organizing skills, PERSAL, Innovative thinking, Strong presentation and report writing skills, policy development skills, strong leadership and team building skills,

KEY PERFORMANCE AREAS

- Develop awareness of importance of consistency and compliance of PMS and develop annualized plan to implement, monitor and improve.
- Obtain final approval and develop Quality framework and structures and implement.
- Align organizational performance.
- Evidence confirming the improvement of overall alignment between individual performance and organizational performance.
- Align planning and monitoring cycle.
- Capture and approve PMDS transactions on PERSAL

POST 43: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REF: LDTCS 043/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Commerce will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA, PPPFA, Assets related policies and FINEST (relevant Legal Prescripts). Conflict resolution and Problem solving, Presentation skills, Managerial skills, Report writing and presentation skills, Research skills, Organizing and problem solving skills, ability to function under pressure, team work

KEY PERFORMANCE AREAS

- Coordinate (synergise), review and execute the bidding process.
- Coordinate, review and compile the list of prospective providers for quotations.
- Coordinate , review and source quotations from database according to the threshold values determined by the National Treasury.
- Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

POST 44: ASSISTANT DIRECTOR: EXPENDITURE (REF: LDTCS 044/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Accounting / Financial Management will be an added advantage.
- 3 - 5 year's experience at supervisory level on the same field or related field
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, LOGIS, Treasury regulations, Financial Management, Project and programme management skills, risk identification and management, Extensive knowledge and interpretation of accounting and reporting standard and good understanding of government Standard Chart of Accounts.

KEY PERFORMANCE AREAS

- Facilitate and monitor payments of accounts within thirty days.
- Compile, monthly, quarterly, and annual financial reports.
- Address audit queries and attend to requests.
- Ensure compliance to payment policies and standard operating procedures.
- Supervise subordinates.

POST 45: ASSISTANT DIRECTOR: BUDGET PLANNING (REF: LDTCS 045/2024)

SALARY: R444 036.00 per annum (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Accounting / Financial Management will be an added advantage.
- 3 - 5 year's experience at supervisory level on the same field or related field
- Valid Driver's Licence (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, LOGIS, Treasury regulations, Financial Management, Project and programme management skills, risk identification and

management, Extensive knowledge and interpretation of accounting and reporting standard and good understanding of government Standard Chart of Accounts.

KEY PERFORMANCE AREAS

- Budget planning
- Budget preparation
- Budget execution
- Provide advice to programme managers.

POST 46: STATE ACCOUNTANT: SCM X 4 POSTS (REF: LDTCS 046/2024)

SALARY: R308 154 per annum. (LEVEL 7)

**CENTRE: CAPRICORN X 1, MOPANI X 2 AND VHEMBE X 1 DISTRICTS
(POLOKWANE, GIYANI & THOHOYANDOU)**

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Render tender quotations and secretariat services
- Procure goods and services and keep records.
- Maintain and update data base for suppliers.
- Generate requisition for the issue of order and compile monthly reports.

**POST 47: STATE ACCOUNTANT: REVENUE AND DEBT X 4 POSTS
(REF: LDTCS 047/2024)**

SALARY: R308 154 per annum (LEVEL 7)

**CENTRE: CAPRICORN, MOPANI, SEKHUKHUNE, AND VHEMBE DISTRICTS
(POLOKWANE, GIYANI, LEBOWAKGOMO & THOHOYANDOU)**

**NB: OUT OF THE ABOVE-MENTIONED POSTS, ONE POST IS TARGETING
PERSONS WITH DISABILITY**

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Facilitate the creation and recovery of departmental debts.
- Reconciliation of revenue collected and debts.
- Monitoring and revenue collection and safekeeping of state funds.
- Ensure compliance to rules and regulations of revenue policies.

**POST 48: STATE ACCOUNTANT: ASSETS AND INVENTORY MANAGEMENT
X 3 POSTS (REF: LDTCS 048/2024)**

SALARY: R308 154 per annum (LEVEL 7)

**CENTRE: HEAD OFFICE, CAPRICORN AND SEKHUKHUNE DISTRICT
(POLOKWANE AND LEBOWAKGOMO)**

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Maintenance of assets register and update inventory lists.
- Conduct assets verification and disposal of obsolete /redundant assets.
- Conduct stock taking.
- Receive, issue, and maintain stock level.

**POST 49: STATE ACCOUNTANT: FINANCIAL CONTROL X 6 POSTS
(REF: LDTCS 049/2024)**

SALARY: R308 154 per annum (LEVEL 7)

**CENTRE: CAPRICORN X 2, MOPANI X 2, SEKHUKHUNE X 1 AND VHEMBE X 1
DISTRICT (POLOKWANE, GIYANI, LEBOWAKGOMO & THOHOYANDOU)**

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).

- A qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Process creditors payments for services and goods received.
- Consolidate district budget and monitor expenditure.
- Compile financial reports.
- Maintain and update commitment register.

POST 50: ADMINISTRATE OFFICER: PERMITS AND REGISTRATION

(REF: LDTCS 050/2024)

SALARY: R 308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF level 6) as recognised by SAQA.**
- A minimum of two (2) - three (3) years' experience in the same or related field
- Valid driver's license (with exception of persons with disabilities).
- Computer Literacy (Microsoft Office Package).

KNOWLEDGE AND SKILLS

Interpersonal relations, Knowledge of PFMA, Planning and Organizational Skills, Knowledge of e-Natis, Report Writing.

KEY PERFORMANCE AREA

- Approve and issue abnormal loads.
- Issues special events permits.
- Prepare memos to the MEC for approval with supporting documents.
- Ensure that all prescribed reconciliation procedures are followed and filed accordingly.
- Prepare requests for face value documents.
- Approve the captured information.

POST 51: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT

(REF: LDTCS 051/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Management Assistant / Administration will be an added advantage.
- **1-2 years of practical experience of working with blind people**
- Valid driver's license (with exception of person with disability)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KEY PERFORMANCE AREA

- Provide disability support.
- Provide administration services.

POST 52: TRANSPORT SAFETY OFFICER (REF: LDTCS 052/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Road Safety Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Knowledge of PFMA, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Gather information of hazardous locations where and when required and do research to find solutions.
- Implement or / and facilitate and coordinate the implementation of Roads Safety Education programmes.
- Help with the planning of Road Safety awareness campaigns and projects e.g. Arrive alive campaigns.
- Facilitate and coordinate the establishment of community road safety forums.
- Assist with Road Safety Education and communication product development.
- Evaluate progress and submit monthly reports.

POST 53: ADMINISTRATIVE OFFICER: SOCIAL CRIME PREVENTION (REF: LDTCS 053/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE: POLOKWANE

NB: THIS POST IS TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Social Science will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of all legislation, Computer literacy, Interpersonal relations, Communication skills, investigation and interviewing skills, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Monitoring South African Police Services.
- Assess customer satisfaction in Policing precinct.
- Monitor South African Police Services.
- Provide admin support to the directorate.
- Implement the mandate of the Civilian secretariat for police services.

POST 54: ADMINISTRATIVE OFFICER: COMMUNITY SAFETY AND PARTNERSHIP (REF: LDTCS 054/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: CAPRICORN DISTRICT

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration/ Community Development / Administration will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge and policies that informs Domestic Violence act, Criminal Procedure Act, sexual Offence Act, Justice act, Computer literacy, Interpersonal relations, Knowledge of PFMA, Planning and Organizational Skills, Investigate skills, quality of work skills, conflict management skills, Report Writing.

KEY PERFORMANCE AREA

- Provide effective administrative support.
- Capture the controlling of documents.

- Handling the controlling of documents
- Capture data in the database.
- Implement the mandate of the Civilian secretariat for police services.

POST 55: SUPPLY CHAIN PRACTITIONER (REF: LDTCS 055/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE (LIMPOPO TRAFFIC TRAINING COLLEGE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Supply Chain Management / Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Knowledge of PFMA, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Render tender quotation and secretariat services.
- Procure goods and services and also keep records.
- Maintain and update data base for suppliers.
- Generate requisition for the issue of order and compile monthly reports.
- Manage monthly reconciliation of ledger and Asset register.
- Monitor physical asset verification and disposal.

**POST 56: ADMINISTRATION OFFICER: PROVINCIAL REGULATORY ENTITY
(REF: LDTCS 056/2024)**

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Transportation Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Knowledge of PFMA, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Provide administrative support to Provincial Regulatory Entity (PRE)
- Capturing decisions on OLAS
- Arrange inhouse meetings.
- Liasing with planning authorities for comments

POST 57: ADMINISTRATION OFFICER: OPERATING LICENSES (REF: LDTCS 057/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of Public Service Regulation, Public Service Acts, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Register Taxi Associations and Non-members
- Arrange operating licences Board meetings.
- Verify vehicles ownership.
- Issue permits and / operating licences.
- Collect revenue.

POST 58: ADMINISTRATION OFFICER: POLICE OVERSIGHT

(REF: LDTCS 058/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: CAPRICORN DISTRICT (POLOKWANE)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of governing policies, Legislations, Criminal justice, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, research presentation and report writing, conflict resolution.

KEY PERFORMANCE AREA

- Monitoring and evaluation of police service delivery compliance.
- Conduct domestic violence act / Gender Based violence awareness campaigns.
- Coordinate the gender-based violence and femicide provincial compliance forum.
- Consolidate the Domestic violence Act compliance report activities.
- Implement the mandate of the Civilian secretariat for police services.

**POST 59: ADMINISTRATION OFFICER: ASSURANCE / FACILITATION SERVICES
(REF: LDTCS 059/2024)**

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Monitoring adherence to Acts, Regulations and policies within the department.
- Inspection / Auditing of financial processes and assets.
- Investigate and follow-up on detected irregularities.
- Handling of management letters, provincial audit, audit queries and SCOPA report.

**POST 60: ADMINISTRATION OFFICER: FINANCIAL LOSS MANAGEMENT
(REF: LDTCS 060/2024)**

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: HEAD OFFICE (POLOKWANE)

NB: THIS POST IS TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Performance auditing, Forensic auditing, Investigation, Financial and Cost accounting, Analytical skills, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Investigation of unwanted expenditure.
- Reporting and clearing of unwanted expenditures.

POST 61: HUMAN RESOURCE PRACTITIONER X 3 POSTS: (REF: LDTCS 061/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: MOPANI, WATERBERG AND VHEMBE DISTRICTS (GIYANI, MODIMOLLE & THOHOYANDOU).

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Human Resource Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field
- PERSAL Certificate / results
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Administration of recruitment, selection processes, restructuring of packages and implementation of personal data.
- Administration of transfers, placement, relocation, secondments, and implementation of allowances.
- Administration and monitoring of leave matters.
- Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.

POST 62: ADMINISTRATION OFFICER: EPWP: (REF: LDTCS 062/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Registration of Extended Public Works Programme
- Update /verifications participations on database.
- Assistant in the implementation of public participation programmes
- Provide administration within the sub directorate.

POST 63: TRANSPORT OFFICER: GOVERNMENT MOTOR TRANSPORT

(REF: LDTCS 063/2024)

SALARY: R308 154 per annum (LEVEL 7)

CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

MINIMUM REQUIREMENTS:

- Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Knowledge of working with blind people, Knowledge of disability services, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Register, renew and license GG motor vehicles.
- Process applications, withdrawal, windscreen and refund claims for subsidized and replacement of vehicles.
- Analyze log sheets, monthly WesBank transactions reports and checking of expiry dates of petrol/toll gate cards and advise the district office on final repair costs.
- Handle all accidents involving government and subsidized motor vehicles and report to district office on final repair costs.
- Process transport allowance claims for subsidized motor vehicles.
- Process disposal of unserviceable vehicles and redundant stock.

POST 64: ACCOUNTING CLERK: CASHIER X 6 POSTS (REF: LDTCS 064/2024)

SALARY: R216 417 per annum. (LEVEL 5)

CENTRE: WATERBERG X 5 (DISTRICT OFFICE, MODIMOLLE TRAFFIC STATION, NORTHAM, MANTSOLE TCC, MOKOPANE) AND MOPANI (MARULENG TRAFFIC STATION) DISTRICT

NB: OUT OF THE ABOVE-MENTIONED POSTS, TWO POSTS ARE TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Perform cashier duties i.e. issuing of receipts, safekeeping, and banking of State monies.
- Maintain and update relevant register.
- Provide a consolidated report.
- Capture revenue transactions in the financial systems.
- Prepare payment to Provincial and service Provider for cash collection.

POST 65: ADMIN CLERK: PERMITS AND REGISTRATION (REF: LDTCS 065/2024)

SALARY: R 216 417 per annum (LEVEL 5)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS: -

- Grade 12/ NQF Level 4 or equivalent qualification as recognized by SAQA.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Verbal, and Written communication

KEY PERFORMANCE AREA

- Handle abnormal load permits applications.
- Handle personalised and special licence number applications and registrations.
- Receive and process special event permit applications.
- Perform and consolidate clerical transactions.

**POST 66: REGISTRY CLERK: RECORDS AND REGISTRY SERVICES X 2 POSTS
(REF: LDTCS 066 /2024)**

SALARY: R216 417 per annum (LEVEL 5)

CENTRE: MOPANI AND VHEMBE DISTRICT

MINIMUM REQUIREMENTS: -

- Grade 12 / NQF level 4 or equivalent qualification as recognized by SAQA
- Basic computer skills (Microsoft Office Package)

CORE AND PROCESS COMPETENCIES

Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility.

KNOWLEDGE AND SKILLS

Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge of the National Archives Act and the MIS prescripts and procedures.

KEY PERFORMANCE AREA

- Provide registry counter services.
- Handle incoming and outgoing correspondence.
- Render an effective filing and records management services
- Operate office machines in relation to the registry function.
- Process documents for archiving and disposal.

POST 67: ADMIN CLERK: e-NATIS X 3 POSTS (REF: LDTCS 067/2024)

SALARY: R216 417 per annum (LEVEL 5)

**CENTRE: SEKHUKHUNE X 2 (MOUTSE TRAFFIC STATION) AND WATERBERG
DISTRICT X 1**

NB: OUT OF THE ABOVE-MENTIONED POSTS, ONE POST IS TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS: -

- Grade 12 / NQF level 4 or equivalent qualification as recognized by SAQA
- Computer Literacy (Microsoft Office Package)
- Valid driver's licence (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

- Client orientation
- Customer Focus

KNOWLEDGE AND SKILLS

Computer literacy, Verbal and Written Communication skills, Innovative thinking, Negotiating skills, Decision making.

KEY PERFORMANCE AREA

- Registration and licensing of vehicles
- Issue drivers and learner's licenses
- Issue roadworthy certificates.
- Issue special vehicles permits, motor trade Numbers and allocate license numbers.
- Administrative duties

POST 68: ADMIN CLERK: ADMINISTRATION (PTU) (REF: LDTCS 068 /2024)

SALARY: R216 417 per annum (LEVEL 5)

CENTRE: MOPANI DISTRICT: GIYANI

NB: THIS POST IS TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS: -

- Grade 12 / NQF level 4 or equivalent qualification as recognized by SAQA
- Computer Literacy (Microsoft Office Package)
- Valid driver's licence (with exception of person with disability).

CORE AND PROCESS COMPETENCIES

- Client orientation
- Customer Focus

KNOWLEDGE AND SKILLS

Communication, Interpersonal relations, Teamwork, planning and organizing, Good.

KEY PERFORMANCE AREA

- Render general clerical support services
- Provide supply chain, clerical support services within the component.
- Provide personnel administration clerical support services within the component.
- Provide financial administration support services in the component.