

Ref: S4/1/1

Enq: Mr K S Mohwibidu

Date: 11 April 2016

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT

DEPARTMENT OF TRANSPORT CIRCULAR NO 14 OF 2016

SUBJECT: ADVERTISEMENT OF POSTS

The Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

1. Applications are hereby invited for the filling of the vacant posts, which exist in the Department of Transport as outlined on the attached annexure. The contents of this circular must be brought to the attention of all employees within your Departments.
2. **Applications for Head office should be forwarded to:-**
The Head of Department,
Department of Transport,
Private Bag X 9491, Polokwane, 0700 OR Handed in at Phamoko Building,
Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.

Applications for Head office should be forwarded to:-

Capricorn District, Lebowakgomo Govt , Complex
The Director, Private Bag X 51, Chuenespoort, 0745, Tel No 015 633 6691

Sekhukhune District, Lebowakgomo Govt , Complex
The Director, Private Bag X 61, Chuenespoort, 0737, Tel No 015 633 5150

Waterberg District, NTK Building, cnr Thabo Mbeki & River Street
The Director, Private Bag X 1038, Nylstroom, 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

Applications which are faxed, e-mailed or forwarded / submitted to the wrong address will not be considered.

NOTE

Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Applications should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. **The employer reserves the right not to fill the posts.** Failure to submit the requested documents will result in your application not being considered.

The successful candidates must be willing to sign an oath of secrecy with the Department and expected to sign performance agreement within three months. Suitable candidates will be subject to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test.


All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Applications received after the closing date whether posted or hand-submitted will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage.

If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful.

3. Enquiries: Mr Mohwibidu K S: 015-295 1071 or Ms Duba M J: 015 295 1086.

CLOSING DATE : 13th May 2016


Ms Handi du Plessis
HoD: Transport
Date 11/4/16

THE DEPARTMENT OF TRANSPORT LIMPOPO IS AN AFFIRMATIVE ACTION EMPLOYER.

A. CHIEF DIRECTORATE: GITO

POST : CHIEF DIRECTOR: GITO (REF: LDT 001 /16)

**SALARY: All inclusive remuneration package of R 1 042 500 per annum.
(Level 14)**

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.

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- **An undergraduate qualification (NQF Level 7) in Information Technology as recognised by SAQA**
- **A minimum of five (5) years' experience at a senior managerial level in the same or related field.**
- **Computer literacy.**
- **Strategic capability and leadership**
- **Programme and project management**
- **Valid driver's licence.**

KNOWLEDGE AND SKILLS

- **Thorough knowledge of Information Systems and Technology**
- **Thorough knowledge of the Public Finance Management Act**
- **Thorough knowledge of Project and Business Management**
- **Problem solving skills**
- **Communication skills.**

KEY PERFORMANCE AREA

- **Overall management of IT Business processes**
- **Overall management of IT services**
- **Manage IT Infrastructure.**
- **Management of IT risks**
- **Overall management of Communication services**
- **Manage Departmental Events**
- **Manage the provisioning of Information services**
- **Provide Liaison services.**
- **Records and Information Management**

POST : IT ADMINISTRATOR (REF: LDT 002/16)

SALARY : R 243 747 per annum (Level 8)

CENTER : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- A grade 12 certificate or equivalent qualification
- An undergraduate qualification (NQF Level 6) in Information Technology or equivalent as recognised by SAQA
- A minimum of two (2) years relevant experience in IT procurement and managing contracts will be an added advantage

KNOWLEDGE AND SKILLS

- Knowledge of management of Telephone system
- Knowledge of legislation and policies that governing ICT in South Africa
- Knowledge of International standards pertaining to ICT , Information management , knowledge management and interpersonal skills
- Computer skills
- Innovative thinking
- Good verbal and written communication skills

KEY PERFORMANCE AREA

- Monitor and coordinate contracts with service providers e.g SITA
- Procure IT goods and services
- Maintain Assets register
- Manage the Department CISCO TMS

B. CHIEF DIRECTORATE: PUBLIC TRANSPORT

POST : DIRECTOR: REGULATIONS, INLAND WATERS AND STATUTORY BODIES (REF: LDT 003 /16)

SALARY: All inclusive remuneration package of R 864 177 per annum.
(Level 13)

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 restructured in terms of applicable rules

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 7) or equivalent as recognised by SAQA
- A minimum of five (5) years' experience at a middle/senior managerial level in the public transport field
- Computer literacy
- Valid driver's licence

KNOWLEDGE AND SKILLS

- Thorough knowledge of Public Service policies and procedures
- Thorough knowledge of the Public Finance Management Act
- Thorough knowledge of the National Land Transport Act, Act 5 of 2009 and its Regulations.
- Knowledge of the National Land Transport Information System (NLTIS)
- Project management and project planning knowledge and skills
- Strategic Planning knowledge and skills
- Problem solving skills
- Leadership skills
- Analytical skills.
- Conflict management skills.

KEY PERFORMANCE AREA

- Management and administration of public transport permits and operating licenses.
- Manage the rendering of support services to the Provincial Regulating Entity (PRE).
- Manage the regulation of Inland Waterways.
- Manage the empowerment of the Taxi Industry, through overseeing of training and Taxi Scrapping processes.
- Administer the grant funding of the Limpopo Provincial Taxi Council.

POST : DEPUTY DIRECTOR: OPERATING LICENSES (REF: LDT 004/16)

**SALARY: All inclusive remuneration package of R569 538 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.

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Transport or equivalent as recognised by SAQA
- A minimum of 3 - 5 years' experience at a junior management level in the Public Transport field.
- Computer literacy
- Valid driver's licence.

KNOWLEDGE AND SKILLS

- Knowledge of PFMA and Treasury Regulations
- Thorough knowledge of National and Provincial Legislation affecting passenger transportation
- Thorough knowledge of the National Land Transport Information System (NLTIS)
- National and Provisional passenger transport policy
- The operations of the passenger transport industry
- Management in general
- Financial Management
- Project management Skills
- Analytical , Conflict and problem solving skills

KEY PERFORMANCE AREA

- Manage the administration of operating licences
- Manage the processing of applications for operating licences
- Ensure compliance to operating licences legal prescripts
- Manage the Operating Licensing System (OLAS)
- Keeping of records and statistics
- Management of Sub – Directorate : Operating Licences
- Management of operating licence face value documents
- Manage the training of Operating Licence staff

POST : ASSISTANT DIRECTOR: STATUTORY BODIES (REF: LDT 005/16)

SALARY : R361 659 per annum (Level 10)

CENTER : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Transport or equivalent as recognised by SAQA and a minimum of three years' experience **OR** an

undergraduate qualification (NQF Level 5) in Transport with a minimum of seven years' experience

- Computer literacy.
- Drivers' License.

KNOWLEDGE AND SKILLS

- Knowledge of National and Provincial Legislation affecting passenger transportation
- Knowledge of the National Land Transport Information System (NLTIS)
- Conflict management
- Problem solving

KEY PERFORMANCE AREA

- Serve as Secretariat to the Provincial Regulatory Entity (PRE)
- Advise the PRE on legislative and other reference matters
- Liaison with planners and planning authorities on transport plans and establish effective referral system
- Interact with stakeholders on any matter requiring information gathering about operating licenses

**POST : ASSISTANT DIRECTOR: PUBLIC TRANSPORT DEVELOPMENT –
OPERATING LICENCE ADMINISTRATION (REF: LDT 006/16)**

SALARY: R289 761 per annum. (Level 9)

CENTER: MOPANI DISTRICT (GIYANI)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF level 6) in Transport or equivalent as recognized by SAQA and a minimum of three years' experience **OR** an undergraduate qualification (NQF Level 5) in Transport with a minimum of seven years' experience
- Computer literacy.
- Drivers' License.

KNOWLEDGE AND SKILLS

- Knowledge of National and Provincial Legislation affecting passenger transportation
- Knowledge of the National Land Transport Information System (NLTIS)
- Computer literacy
- Report writing

KEY PERFORMANCE AREA

- Manage the administration of operating licenses
- Arrange PRE meetings
- Manage preparation of documents for PRE meetings
- Implementation of taxi recapitalization programme
- Registration of taxi associations

**POST: ASSISTANT DIRECTOR: PUBLIC TRANSPORT DEVELOPMENT –
SUBSIDISED PUBLIC TRANSPORT (2 POSTS) (REF: LDT 007/16)**

SALARY: R289 761 per annum. (Level 9)

**CENTER: CAPRICORN DISTRICT (POLOKWANE) AND WATERBERG
DISTRICT (MODIMOLLE)**

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF level 6) in Transport or equivalent as recognized by SAQA and a minimum of three years' experience **OR** an undergraduate qualification (NQF Level 5) in Transport with a minimum of seven years' experience
- Computer literacy.
- Drivers' License.

KNOWLEDGE AND SKILLS

- Knowledge of National and Provincial Legislation affecting passenger transportation
- Knowledge of the National Land Transport Information System (NLTIS)
- Knowledge of the tendered and negotiated contract system
- Knowledge of contract management
- Computer literacy
- Report writing

KEY PERFORMANCE AREA

- Management of subsidized public transport contracts and services
- Monitoring of subsidized services
- Promotion of non-motorized transport.
- Promotion of scholar transport services.
- Administer freight and public transport.

POST : ASSISTANT DIRECTOR: FUNDING (REF: LDT 008/16)

SALARY: R289 761 per annum (Level 9)

CENTER: Head Office

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Transport or equivalent as recognised by SAQA and a minimum of three years' experience **OR** an undergraduate qualification (NQF Level 5) in Transport with a minimum of seven years' experience
- Computer literacy.
- Drivers' License.

KNOWLEDGE AND SKILLS

- Knowledge of National and Provincial Legislation affecting passenger transportation
- Knowledge of the tendered and negotiated contract system
- Experience in Budget control and Finance
- Management Skills
- Policy development skills

KEY PERFORMANCE AREA

- Implement funding regulations and policies
- Compile monthly and quarterly subsidy expenditure reports
- Monitor negotiated, tendered and interim contracts
- Ensure the renewal of bus interim, negotiated and tender database
- Monitor bus tender database
- Conduct workshops on funding matters

POST : LICENSING OFFICER (REF: LDT 009/16)

SALARY : R 196 278 per annum (Level 7)

CENTER : Sekhukhune

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- A grade 12 certificate or equivalent qualification
- An undergraduate qualification (NOF Level 6) in Transport or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years relevant experience
- Computer literacy

- A valid driver's license

KNOWLEDGE AND SKILLS

- Knowledge of Public Service Regulations
- Knowledge of Public Service Act
- Report Writing
- Research and Analysing
- Computer literacy.

KEY PERFORMANCE AREA

- Processing of operating licence applications
- Registration of Taxi Associations
- Prepare operating licence applications for Provincial Regulatory (PRE) hearings
- Arrange PRE meetings
- Verify vehicle ownership

POST : TRANSPORT INSPECTOR: LAND TRANSPORT (REF: LDT 010/16)

SALARY : R 196 278 per annum (Level 7)

CENTER : MOPANI DISTRICT (GIYANI)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- Grade 12 Certificate or equivalent qualification.
- An undergraduate qualification (NQF Level 6) in Transport or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years relevant experience.
- Computer literacy
- A valid driver's license

KNOWLEDGE AND SKILLS

- Computer Literacy skills.
- Report Writing
- Public Service Regulations
- Knowledge of Public Service Act
- Knowledge of transport legislation

KEY PERFORMANCE AREA

- Investigate matters related to illegal public transport operations
- Inspect subsidised contract agreement and general operations
- Monitor bus time- table and routes
- Monitor scholar transport and animal drawn carts

- Inspect bus and taxi routes

POST : PERSONAL ASSISTANT (TWO POSTS) (REF: LDT 011/16)

SALARY : R 196 278 per annum (Level 7)

CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- Grade 12 certificate or equivalent qualification
- An undergraduate qualification (NQF Level 6) in Secretarial or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years relevant experience
- Computer literacy.

KNOWLEDGE AND SKILLS

- Ability to work under pressure
- Communication skills
- Interpersonal skills
- Good writing skills

KEY PERFORMANCE AREA

- Provide general administrative support to the SMS member.
- Organize meetings and take minutes.
- Ensure efficient and effect running of the office.
- Manage both electronic and manual diary of the SMS member
- Make follow ups on outstanding reports and consolidate them.
- Screen calls and appointments that do not necessarily need the direct attention of the SMS member.
- Handle bookings for travelling and accommodation.
- Prepare claims for subsistence and travelling allowance.

C. CHIEF DIRECTORATE: FINANCE

POST : CHIEF FINANCIAL OFFICER (REF: LDT 012 /16)

**SALARY: All inclusive remuneration package of R 1 042 500 per annum.
(Level 14)**

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CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 7) in finance and accounting as recognised by SAQA.
- A minimum of five (5) years' experience at a senior managerial level in the field of finance.
- Strategic capability and leadership
- Programme and project management
- Problem solving and analysis
- Computer literacy.
- Valid driver's licence

KNOWLEDGE AND SKILLS

- Thorough knowledge of Government budget processes
- Knowledge of MTEF
- Knowledge of financial management, contract management and supply chain management
- Thorough knowledge of the Public Finance Management Act and the Preferential Procurement Policy Framework
- Advanced financial analytical skills
- Track record in preparation and management of strategic and business plans

KEY PERFORMANCE AREA

- Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies) to ensure effective and efficient management of resources.
- Oversee effective integrated financial services and supply chain management systems within the Department in accordance with the PFMA.
- Provide strategic support and guidance to the Accounting Officer and Programme Managers
- Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets.
- Facilitate the implementation of national norms and standards where applicable
- Liaise with the relevant role – players in the financial environment regarding transversal financial matters
- Ensure effective and efficient financial management/administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Department

POST : DEPUTY DIRECTOR: CONTRACT MANAGEMENT (REF: LDT 013/16)

**SALARY: All inclusive remuneration package of R569 538 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.

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Commerce or law or equivalent as recognised by SAQA
- A minimum of 3-5 years' experience at a junior management level in Contracting or SCM practices
- Computer literacy
- Valid driver's licence.

KNOWLEDGE AND SKILLS

- Knowledge of PFMA and Treasury Regulations
- Knowledge of GIAMA, Constitution of the Republic
- Financial Policies

KEY PERFORMANCE AREA

- Draft Service Level Agreement
- Monitoring performance in terms of the contract deliverables
- Monitoring compliance of all contracts
- Serve as a custodian of all contracts
- Monitoring contract risks

POST : DEPUTY DIRECTOR: RISK MANAGEMENT (REF: LDT 014/16)

**SALARY: All inclusive remuneration package of R569 538 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.

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Internal Auditing/Finance or equivalent as recognised by SAQA
- A minimum of 3 to 5 years' experience at a junior management level
- Computer literacy
- Valid driver's licence

KNOWLEDGE AND SKILLS

- Knowledge of PFMA and Treasury Regulations
- Thorough knowledge of Internal Audit and Risk management
- Thorough knowledge of Information Systems
- Conflict management
- Report writing skills
- Analytical and Investigation skills

KEY PERFORMANCE AREA

- Risk identification
- Manage the risk management strategy
- Manage fraud and corruption prevention
- Corporate governance

POST : ACQUISITION PRACTITIONER (2 POTSTS) (REF: LDT 016/16)

SALARY : R 196 278 per annum (Level 7)

CENTER : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- Grade 12 certificate or equivalent qualification
- An undergraduate qualification (NQF Level 6) or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years relevant experience in procurement/financial management
- Computer literacy
- Driver's licence

KNOWLEDGE AND SKILLS

- Knowledge of PFMA , PPPFA and Supply Chain Management (other relevant Prescripts)
- Communication and Negotiation Skills
- Conflict resolution and Problem Solving
- Report writing Skills

KEY PERFORMANCE AREA

- Invite quotations and bids
- Prepare bid documents
- Register quotations and bids
- Make logistical arrangement for the evaluation of quotations

POST : CASHIER (REF: LDT 017/16)
SALARY : R158 985 per annum (Level 6)
CENTER : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- Grade 12 certificate or equivalent qualification
- An undergraduate qualification (NQF Level 6) or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years relevant experience in financial management
- Computer literacy
- Driver's licence

KNOWLEDGE AND SKILLS

- Knowledge of PFMA and Treasury regulations
- Financial systems
- Debtors management
- Financial and cost accounting

KEY PERFORMANCE AREA

- Collection and banking of revenue
- Balancing of cash book
- Capturing of receipts

D. CHIEF DIRECTORATE: CORPORATE SERVICES

POST : DEPUTY DIRECTOR: CORPORATE SERVICES (REF: LDT 018/16)

SALARY: All inclusive remuneration package of R569 538 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.

CENTER: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in social sciences or equivalent as recognised by SAQA
- A minimum of 3-5 years' experience at junior management level in a related field
- Computer literacy
- Valid driver's licence.

KNOWLEDGE AND SKILLS

- Knowledge of Public Service Act and other human resource management prescripts
- Knowledge of PFMA
- Thorough knowledge of PERSAL and Microsoft Office
- Research /Analysing
- Organising
- Problem Solving
- Verbal and written communication

KEY PERFORMANCE AREA

- Manage the provisioning of Human resources services
- Manage the provision of IT Systems support
- Administer the implementation of special programs
- Manage the provision of Internal support services

POST : ASSISTANT DIRECTOR: HR PROVISIONING (REF: LDT 019/16)

SALARY : R 289 761 per annum (Level 9)

CENTRE : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) in Human Resource Management or equivalent as recognised by SAQA
- A minimum of three years' experience in human resource management
- Computer literacy
- Valid driver's licence.

KNOWLEDGE AND SKILLS

- Presentation Skills
- Knowledge of PERSAL
- Knowledge of Public Service Regulations, Public Service Acts, PFMA
- Knowledge of HR Prescripts

KEY PERFORMANCE AREA

- Advertise posts
- Compile reports on HR provisioning matters
- Facilitate selection and appointment
- Handle SMS packages
- Handle transfer, secondment, placement of personnel and resettlement benefits
- Develop Human Resource policies and systems
- Monitor Financial disclosures

- Verification of educational qualifications
- Ensure implementation of Job evaluation results

POST : PERFORMANCE MANAGEMENT SPECIALIST (REF: LDT 020/16)

SALARY : R 196 278 per annum (Level 7)

CENTRE : SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- A Grade 12 certificate or equivalent
- An undergraduate qualification (NQF Level 6) in Human Resource Management or equivalent as recognised by SAQA will serve as an added advantage
- A minimum of two (2) years' experience in performance management
- Computer literacy
- Valid driver's licence.

KNOWLEDGE AND SKILLS

- Extensive knowledge of PMS and PSR
- PERSAL user
- Problem Solving
- Service Delivery Innovation
- Innovative thinking

KEY PERFORMANCE AREA

- Facilitate and monitor planning and contracting process
- Facilitate PMS workshops
- Conduct quality assurance on performance tools
- Handle submissions of performance tools statistics
- Capture PMS tools on PERSAL systems

E. CHIEF DIRECTORATE: ROAD TRAFFIC AND SAFETY

POST : DIRECTOR: ROAD TRAFFIC (REF: LDT 021/16)

**SALARY: All inclusive remuneration package of R864 177 per annum.
(Level 13)**

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.

CENTER: HEAD OFFICE (POLOKWANE)

REQUIREMENTS

QUALIFICATIONS AND COMPETENCIES

- **An undergraduate qualification (NQF Level 7)** as recognised by SAQA
- A recognised Road Traffic Diploma
- Registration as a traffic /Peace Officer
- At least a minimum of five (5) years' experience at middle management/senior management level
- Valid driver's licence.
- Strategic capability and leadership
- People management

KNOWLEDGE AND SKILLS

- Knowledge of road traffic legislation
- Knowledge of AARTO
- Knowledge of PFMA
- Thorough knowledge of Financial Management
- Computer Literacy
- Thorough knowledge of the technical standards/procedures
- Policy formulation and interpretation
- Analytical thinking

KEY PERFORMANCE AREA

- Manage the professional Law enforcement services
- Develop and monitor policy implementation on road traffic and safety in the Province
- Overall strategic management of the Road Traffic and Safety Directorate
- Manage Service Delivery Improvement within the Directorate
- Manage policy on overload control operations
- Provide support to road users through Traffic information and incident management

POST : ASSISTANT DIRECTOR: REGISTRATION (REF: LDT 022/16)

SALARY : R361 659 per annum (Level 10)

CENTER : HEAD OFFICE (POLOKWANE)

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualification (NQF Level 6) or equivalent as recognised by SAQA
- A minimum of three (3) years relevant experience in the e- NaTis environment
- Computer literacy.
- Drivers' License.

KNOWLEDGE AND SKILLS

- Knowledge of negotiation skills
- Customer care
- Listening skills
- Decision making
- Written and Verbal communication skills
- Management Skills
- Innovative thinking

KEY PERFORMANCE AREA

- Handle and co-ordinate administrative and Legislative issues relating to registration of institutions and persons as legislated in the NRTA
- Coordinate receipt and statistics for learners and driver's licenses and Roadworthy certificate issued
- Linking of examiners of drivers licenses and vehicles to specific stations to enables them to execute tests
- Manage appeals related to Professional Driving Permits , Driver's licenses, Instructors Certificates Drivers Testing centers , Vehicles testing stations, manufacturers , Builders and importers of vehicles. Manufacturers of Number plates , Examiners of Vehicles examiners of driving Licenses , traffic Officers and licenses Inspector
- Facilitate requests for procurement of goods, services and contracts within the Registration Division
- Facilitate the registration, suspension, cancellation , re- instatement of Driver's Testing Centers, Vehicles Testing stations and Manufactures of Number Plates, Examiners of Driving licenses, Traffic Officers and Licensing Inspectors
- Implement plans and control all activities in the Registration Division

**POST : CHIEF PROVINCIAL INSPECTOR: TRAFFIC STATIONS AND
TCC (3 POSTS) (REF: LDT 023/16)**

SALARY : R 361 659 per annum (Level 10)

**CENTRE : WATERBERG (MODIMOLLE), VHEMBE (THOHOYANDOU) AND
MOPANI (GIYANI) DISTRICT**

REQUIREMENTS:

QUALIFICATIONS AND COMPETENCIES

- An undergraduate qualifications (NQF Level 6) or equivalent as recognised by SAQA
- A recognised Road Traffic Diploma
- Traffman weighbridge model certificate will be an added advantage
- Minimum of ten (10) years relevant experience in road traffic environment

KNOWLEDGE AND SKILLS

- Computer literacy.
- Drivers Licence
- Good communication skills and ability to work under pressure

KEY PERFORMANCE AREA

- Manage overloading of heavy vehicles and other law enforcement duties at Traffic Control Centre
- Render Traffic administration management services
- Manage both financial and human resources at the centre
- Supervision of performance and maintain discipline of subordinates
- Liaise with SAPS and Municipalities on Law enforcement and overloading control matters