



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

LIMPOPO PROVINCE
DEPARTMENT OF TRANSPORT

HEAD OFFICE REGISTRY

2019 -11- 2 2

RECEIVED

Private Bag x 9491, Polokwane, 0700

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Ref: S4/1/1

Enq: Ms. M.Y. Rammala

Date: 16 October 2019

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO 38
---- OF 2019

SUBJECT: ADVERTISEMENT OF POSTS

1. Department of Transport & Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure "A".
3. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).
4. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
5. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
6. Shortlisted candidates for the posts of Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualifications certificates and ID's on the day of the interviews for

verification purposes. All shortlisted candidates will be subjected to Personnel Suitability Check for Security reasons.

8. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. **Applications must be completed in full, accompanied by certified copies not older than six (6) months of ID/identity documents, Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume.**
9. The contents of this Circular will also be posted on the following websites **www.dot.limpopo.gov.za /www.limpopo.gov.za, and www.dpsa.gov.za.**
10. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83.

Applications for Head Office should be submitted to:
The Head of Department,
Department of Transport & Community Safety,
Private Bag X 9491, Polokwane, 0700

Hand delivered at Phamoko Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0700

Applications for Districts 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**

Faxed or emailed applications will not be considered.

11. The closing date for submission of applications is **the 20th of December 2019 @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. N.F. Mpe: 015-294 8401 or Ms. R. J. Phihlela: 015 295 1166.

12. 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.

13 The Department reserves the right to make an appointment in respect of the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.



Ms. J.J du Plessis

HoD: Transport and Community Safety

Date: 12/11/19

POST : DIRECTOR: TRAFFIC LAW ENFORCEMENT (REF: LDTCS 001/19)

**SALARY: All-inclusive remuneration package of R1 057 326 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.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS

- **An undergraduate (NQF Level 7) qualification as recognised by SAQA**
- **An undergraduate NQF 7 in Road Traffic will be an added advantage**
- Registration as a traffic /Peace Officer
- A minimum of five (5) years' experience at middle management level
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

SKILLS AND KNOWLEDGE

Knowledge of road traffic legislation, Knowledge of AARTO, Knowledge of PFMA, Thorough knowledge of Financial Management, Thorough knowledge of the technical standards/procedures

DUTIES: KEY PERFORMANCE AREA

- Management of Project.
- Ensuring the achievement of operational targets.
- Managing others and projects ensuring that all contribute towards achievement of dept goals.
- Guidelines/ Practices/ Frameworks/ M&E
- Manage traffic information and systems (TRAFFMAN)
- Manage the coordination of District Law Enforcement
- Manage the coordination of overloading control operations
- Manage public Transport Operations
- Manage the coordination of acquisition of Traffic Law enforcement equipment and fire arms

POST : DEPUTY DIRECTOR: OPERATING LICENSES (REF: LDTCS 002/19)

**SALARY: All-inclusive remuneration package of R733 257 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: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA.**
- A qualification in transport Management will serve as an added advantage
- A minimum of three (3) years' junior management experience in Public Transport field.
- Computer literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

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 Provincial passenger transport policy, the operations of the passenger transport industry, Analytical skills, Conflict solving skills.

DUTIES: KEY PERFORMANCE AREA

- Manage the administration of the National Land Transport Information System (NLTIS)
- Manage the administering of NLTIS users
- Manage NLTIS transactions
- Manage support services to NLTIS users
- Manage training and capacity building of NLTIS users
- Manage the development and implementation of operating licence policies and procedures
- Ensure compliance to legal prescripts regulating the processing of operating licences
- Manage operating licence records and statistics
- Manage the Sub – Directorate Operating Licence Administration

POST : DEPUTY DIRECTOR: REGISTRATION AND PERMITS

(REF: LDTCS 003/19)

**SALARY: All-inclusive remuneration package of R733 257 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: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- A qualification in Transport /Traffic management will serve as an added advantage
- A minimum of three (3) years' junior management level in Transport / Traffic field.
- Computer literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

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 Provincial passenger transport policy, Conflict and problem solving skills.

DUTIES: KEY PERFORMANCE AREA

- Manage the registration of Vehicle Testing Stations (VTS), Drivers' License Testing Centres (DLTCs), Manufacturers, Importers and Builders of Vehicles (MIBs) and manufacturers of number plates
- Manage the system of personalised number plates
- Manage the registration of authorised officers (traffic officers, examiners of vehicles and driving licenses)
- Coordinate the activities of registering authorities
- Manage the administrative function for the issuing of abnormal load and special events permits

POST : CONTROL PROVINCIAL INSPECTOR (IN-SERVICE & FIELD TRAINING) (REF: LDTCS 004/19) (Level 11)

SALARY: All-inclusive remuneration package of R733 257 per annum.

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: LIMPOPO TRAFFIC TRAINING COLLEGE (MUTALE)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- A qualification in Traffic Law Enforcement / Road Traffic will serve as an added advantage
- A minimum of seven (7) years' experience in Traffic Law Enforcement of which three (3) years should be in Traffic Training
- A qualification in Occupational Directed Education Training and Development Practices (ODETDP) will serve as an added advantage
- Computer Literacy,
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Training Legislation, National Road Traffic Act, Written and verbal communication skills, Operational Planning, Analytical thinking, Subject expertise in the field of Examiner of Vehicles, Traffic Officer and Examiner of Driving Licenses

DUTIES: KEY PERFORMANCE AREA

- Plan and manage field and in-service training
- Manage the assessment of training performance
- Coordinate the evaluation of training programme
- Manage and provide field training programs
- Manage the performance of Law Enforcement duties

POST : DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES (2 POSTS)
(REF: LDTCS 005/19)

SALARY: All-inclusive remuneration package of R733 257 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: MOPANI (Giyani), VHEMBE (Thohoyandou) DISTRICTS

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- A qualification in transport Management will serve as an added advantage
- A minimum of three (3) years' junior management experience in the transport environment.
- Computer literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

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 Provincial passenger transport policy, the operations of the passenger transport industry, Analytical skills, Conflict solving skills.

DUTIES: KEY PERFORMANCE AREA

- Manage and monitor public transport operating licensing services
- Ensure compliance to legal prescripts regulating the processing of operating licences
- Implement public transport safety and compliance initiatives
- Monitor the issuance of operating licences
- Facilitate PRE hearings
- Manage public transport conflicts
- Keeping of records and statistics
- Manage the Sub – Directorate Operating Licence Administration

POST: CHIEF PROVINCIAL INSPECTOR (INSPECTORATE SERVICES)

(2 POSTS) (REF: LDTCS 006/19)

SALARY: R 470 040 per annum (LEVEL 10)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA.**
- A qualification in Traffic Law Enforcement / Road Traffic will serve as an added advantage
- A minimum of seven (7) years' experience in the traffic law enforcement field, of which three (3) years should be at supervisory level.
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Organizing skills, Knowledge of National Road Traffic Act, Written and verbal communication skills, Policy Analysis and Development,

DUTIES : KEY PERFORMANCE AREA

- Coordinate Inspection of all Driving License Testing Centres, Municipal Vehicles Testing Centres and Private Vehicles Testing Stations
- Ensure compliance by examiners on Competency test driving on Government employees in the Province
- Coordinate Inspection of Driving Schools
- Facilitate the resolution of appeals for learners and driving licenses

POST : CHIEF PROVINCIAL INSPECTOR (VOCATIONAL FORMAL TRAINING)

(2 POSTS) (REF: LDTCS 007/19)

SALARY: R 470 040 per annum (LEVEL 10)

CENTRE: LIMPOPO TRAFFIC TRAINING COLLEGE (MUTALE)

MINIMUM REQUIREMENTS

- **An undergraduate qualification (NQF level 6) as recognised by SAQA.**
- A qualification in Traffic Law Enforcement/ Road Traffic Diploma will serve as an added advantage

- A minimum of seven (7) years' experience in the traffic law enforcement field, of which three (3) years should be in Traffic training.
- A qualification in Occupational Directed Education Training and Development Practices (ODETDP) will serve as an added advantage
- A minimum of five (5) years' experience in Traffic Law Enforcement of which two (2) years must be in Traffic Training
- Computer Literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Project management, Leadership Courses, Customer Service, Diversity, Assessment policy on training, Discipline procedures, Labour relations Acts, Training Legislation (SAQA) , Skills Development Act), Written and Verbal communication skills, Time management , Public relations, Analytical thinking, Subject expertise in the field of Examiner of Vehicles, Traffic Officer and Examiner of Driving licence, Time management and problem solving

DUTIES : KEY PERFORMANCE AREA

- Implement vocational (formal) training at the college
- Manage assessment of training performance
- Coordinate the evaluation of training programme
- Manage and provide vocational (formal) training programs
- Manage performance of Law Enforcement duties

**POST : CHIEF PROVINCIAL INSPECTOR: TRAFFIC STATIONS AND TCC
(10 POSTS) (REF: LDTCS 008/19)**

SALARY: R 470 040 per annum (LEVEL 10)

**CENTRE: CAPRICORN (DENDRON), VHEMBE (MALAMULELE AND MUSINA),
SEKHUKHUNE (NEBO AND MOUTSE), WATERBERG (LEPHALALE, NORTHAM,
MODIMOLLE, GROBLESBURG AND MOKOPANE TRAFFIC STATION /TCC)
DISTRICTS**

MINIMUM REQUIREMENTS: -

- **An undergraduate (NQF level 6) as recognised by SAQA.**
- An undergraduate in Traffic Management will be an added advantage

- A minimum of three (3) years' experience at supervisory level in the Road Traffic environment
- Traffman weighbridge model 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

DUTIES: KEY PERFORMANCE AREA

- Manage overloading of heavy vehicles at Traffic Control Centres
- Manage law enforcement duties at Traffic stations
- Render Traffic administration management services
- Liaise with SAPS and Municipalities on Law enforcement and overloading control matters

POST : CHIEF PROVINCIAL INSPECTOR (PTU) (2 POSTS)
(REF: LDTCS 009/19)

SALARY: R 470 040 per annum (LEVEL 10)

CENTRE: SEKHUKHUNE AND MOPANI DISTRICTS

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF level 6) as recognised by SAQA**
- **A undergraduate qualification in Road Traffic as recognised by SAQA will be an added advantage.**
- A minimum of three (3) years' experience at supervisory level in the Road Traffic environment
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

DUTIES: KEY PERFORMANCE AREA

- Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation
- Manage joint law enforcement activities and projects

- Manage resources and provide leadership and direction to all subordinates
- Identify and manage risks in the Public Transport industry

**POST : ASSISTANT DIRECTOR: CONFLICT MANAGEMENT
(REF: LDTCS 010/19)**

SALARY : R 376 596 per annum (LEVEL 09)

CENTRE : Head Office (Polokwane)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- A qualification in public transport or conflict management will serve as an added advantage
- Three years' experience at supervisory level in the related field
- Computer literacy.
- Valid drivers' license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Thorough knowledge of National and Provincial Transport Legislation and Policies, conflict management,

DUTIES: KEY PERFORMANCE AREA

- Mediation and resolution of public transport disputes and conflict
- Conduct inspections and verify operations on public transport routes
- Monitor and render advice to taxi associations
- Manage the staff component

**POST: ASSISTANT DIRECTOR: TRANSPORT PLANNING, POLICY &
RESEARCH (REF: LDTCS 011/19)**

SALARY: R 376 596. (LEVEL 09)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- A qualification in transport or development Planning will serve as an added advantage
- Three (3) years' experience in a transport planning or related planning environment
- Computer literacy.
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Thorough knowledge of National and Provincial Transport Legislation, Policies, Planning guidelines and transport related research, good understanding of the PFMA, policy analysis and policy development skills and report writing.

DUTIES: KEY PERFORMANCE AREA

- Coordinate and monitor the development, maintenance and implementation of Integrated Transport Plans (ITP'S) and Integrated Public Transport Networks (IPTN's)
- Coordinate the identification and implementation of transport research needs
- Facilitate the establishment, resuscitation, monitoring and maintenance of transport forums

**POST : ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES (5 POSTS)
(REF: LDTCS 012/19)**

SALARY: R 376 596 (LEVEL 09)

CENTRE: WATERBERG (Modimolle), VHEMBE (Thohoyandou), SEKHUKHUNE (Lebowakgomo), CAPRICORN (Lebowakgomo/Polokwane) AND MOPANI (Giyani) DISTRICTS

MINIMUM REQUIREMENTS

- **An undergraduate qualification (NQF level 6) as recognised by SAQA.**
- A qualification in transport management or development will serve as an added advantage
- Three (3) years' experience in a transport environment
- Computer literacy.
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Thorough knowledge of Transport Legislation and Policies, good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills

DUTIES : KEY PERFORMANCE AREA

- Manage subsidy contracts
- Monitor subsidised operations
- Monitor scholar transport operations
- Administer freight transport
- Participate in transport forums in local municipalities
- Implement and monitor non-motorized transport projects e.g. Shova Kalula project
- Monitor public transport operations and compliance to regulations
- Manage the staff component

POST : ASSISTANT DIRECTOR: SECRETARIAT SERVICES (REF: LDTCS 014/19)

SALARY: R 376 596. (LEVEL 09)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA.**
- A qualification in transport management / development / Management Assistant / Administration will serve as an added advantage
- Three years' experience at supervisory level in secretariat services or administration
- Computer literacy.
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Thorough knowledge of all Transport Legislation and Policies, knowledge of the National Land Transport Information System (NLTIS), good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills

DUTIES: KEY PERFORMANCE AREA

- Coordinate the rendering of administration and logistics services pertaining to the publishing of operation licences applications in the Government Gazette
- Coordinating the rendering of Secretariat Services to the Limpopo Provincial Regulatory Entity (LPRE)
- Coordinating the rendering of administrative support services to the LPRE
- Manage the staff component

POST : ASSISTANT DIRECTOR: OPERATING LICENSES (6 POSTS)
(REF: LDTCS 015/19)

SALARY: R 376 596. (LEVEL 09)

CENTRE: WATERBERG (Modimolle), VHEMBE (Thohoyandou), SEKHUKHUNE (Lebowakgomo) x 2, CAPRICORN (Lebowakgomo/Polokwane) AND MOPANI DISTRICTS

MINIMUM REQUIREMENTS

- **An undergraduate qualification (NQF level 6) as recognised by SAQA.**
- A qualification in transport management or development will serve as an added advantage
- Three years' experience at supervisory level in the related field
- Computer literacy.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Thorough knowledge of all Transport Legislation and Policies, thorough knowledge of the National Land Transport Information System (NLTIS), good understanding of passenger transport operations, good written and verbal communication skills, analytical thinking and good report writing skills

DUTIES: KEY PERFORMANCE AREA

- Render operating licensing services
- Prepare and present operating licence applications to the Provincial Regulatory Entity (PRE)
- Co-ordinate logistics for PRE meetings
- Capturing of operator and vehicle information on the Registration and Administration System (RAS)
- Facilitate the Taxi Recapitalization Programme
- Monitor recordkeeping of operating licence statistics and data
- Monitor public transport disputes and conflicts
- Ensure transport operator safety and compliance
- Manage the staff component

**POST : ASSISTANT DIRECTOR: BUS SUBSIDY MANAGEMENT
(REF: LDTCS 015/19)**

SALARY: R 376 596 per annum. (LEVEL 9)

CENTRE: Head Office

MINIMUM REQUIREMENTS:

- **An undergraduate qualification (NQF level 6) as recognized by SAQA**
- A qualification in Commerce / Accounting or financial management will serve as an added advantage
- Three years' experience at supervisory level in a related field
- Computer literacy
- Valid drivers' license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge of Transport Legislation and Policies, knowledge of PFMA and related financial policies, good knowledge and understanding of Excel Programme, good financial knowledge and skills, analytical thinking and good report writing skills.

DUTIES: KEY PERFORMANCE AREA

- Coordinate the funding of subsidy services
- Coordinate the processing of subsidy claims
- Coordinate the capturing and processing of subsidy statistics / data
- Manage the staff component

**POST: ASSISTANT DIRECTOR: TRANSPORT OPERATOR EMPOWERMENT
(REF: LDTCS 016/19)**

SALARY: R 376 596 per annum. (LEVEL 9)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS:

- **An undergraduate qualification (NQF level 6)** as recognized by SAQA
- A qualification in transport management or development will serve as an added advantage
- Three years' experience at supervisory level in a related environment, dealing with educational or empowerment related activities
- Computer literacy.
- Valid drivers' licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge of Transport Legislation and Policies, knowledge of PFMA, report writing skills, project management skills and good written and verbal communication skills.

DUTIES: KEY PERFORMANCE AREA

- Co-ordinate the implementation of empowerment programmes for the public transport industry
- Co-ordinate public transport stakeholder relations through structures e.g. Limpopo Provincial Taxi Council, SANWIT and SANSBOC
- Coordinate Memorandum of Agreements with stakeholders
- Coordinate the implementation of training of SMME's
- Coordinate the Taxi Recapitalization Programme

**POST: ASSISTANT DIRECTOR: OPERATING LICENCE ADMINISTRATION
(REF: LDTCS 017/19)**

SALARY: R 376 596 per annum. (LEVEL 9)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA**
- **A qualification in transport management will serve as an added advantage**
- A minimum of three (3) years' at supervisory level in the transport environment
- Computer literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge of PFMA and Treasury Regulations, thorough knowledge of National and Provincial Transport Legislation and Policies, thorough knowledge of the National Land Transport Information System (NLTIS), knowledge of public transport operations, analytical skills, conflict and problem solving skills.

DUTIES: KEY PERFORMANCE AREA

- Administer the National Land Transport Information System (NLTIS)
- Administer NLTIS users
- Monitor NLTIS transactions
- Render support to NLTIS users
- Ensure compliance to legal prescripts regulating the processing of operating licences
- Keeping of records and statistics
- Manage the staff component

POST : ASSISTANT DIRECTOR: COMPLIANCE (REF: LDTCS 018/19)

SALARY: R 376 596 per annum (LEVEL 9)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF Level 6) as recognised by SAQA.**
- A qualification in Traffic Law Enforcement will serve as an added advantage
- A minimum of three (3) years' experience at supervisory level
- Computer Literacy
- Driver's License (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment,

Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

National Road Traffic Act, Management skills, Written and Verbal communication skills, Analytical thinking, Conflict resolution and problem solving,

DUTIES: KEY PERFORMANCE AREA

- Plan and ensure that internal and external audit of the e-NATiS transactions are performed as per year programme.
- Ensure that audits are conducted on previously filed documents.
- Execute special audit at the request of Management (National, Provincial and Local)
- Coordinate and facilitate relevant requests for procurement of face value goods and services.

POST : ASSISTANT DIRECTOR: e-NATIS ADMINISTRATION
(REF: LDTCS 019/19)

SALARY: R 376 596 per annum (LEVEL 9)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF level 6) as recognised by SAQA.**
- A minimum of three (3) years relevant experience at supervisory level / position
- Computer Literacy
- 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, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

DUTIES: KEY PERFORMANCE AREA

- Implement plans and control all activities in the Provincial Help Desk to ensure effective service delivery.
- Supervise and monitor all administration functions of motor vehicle registration and Licensing, Driver Licensing Testing Centres and Vehicle Testing Stations with regard to e- Natis

CORE AND PROCESS COMPETENCIES

Communication skills, Interpersonal relations and Report writing

DUTIES: KEY PERFORMANCE AREA

- Coordinate Traffic information and other incidents with Traffic authorities, SAPS, all Stakeholders and Provincial Traffic Stations
- Communicate with Law Enforcement agencies and Provincial Inspectors on 24/7 basis
- Provide vehicles and driver information to law Enforcement agencies and handle restricted queries related to vehicles registration and driver's licenses (Using e-Natis)
- Manage the Toll Free number
- Capture accidents reports from forms as received from accident response units and process captured data

POST: ADMIN CLERK: PERMITS AND REGISTRATION (2 POSTS)

(REF: LDTCS 022/19)

SALARY: R 173 703 per annum (LEVEL 5)

CENTRE: HEAD OFFICE (Polokwane)

MINIMUM REQUIREMENTS: -

- **Grade 12/ NQF Level 4 or equivalent as recognised by SAQA**
- Valid driver's licence (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, Verbal and Written communication

DUTIES: 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.