



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY
Private Bag 9101, Polokwane, 0900

LIMPOPO PROVINCE
DEPARTMENT OF TRANSPORT

HEAD OFFICE REGISTRY

2022-03-29

RECEIVED

Ref: S4/1/1

Enq: Ms. Rammala M.Y

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT

DEPARTMENTAL CIRCULAR NO 24 OF 2022

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. 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. 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

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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. 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.
8. A Pre-entry certificate obtained from National School of Governance (NSG) is required to all SMS applications. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
9. 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.
10. Only shortlisted applicants are required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews.
11. The contents of this Circular will also be posted on the following websites www.ldot.gov.za, www.limpopo.gov.za and www.dpsa.gov.za
12. 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:

The Acting Head of Department (For Head Office posts)
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, LebowaKgomo Govt. Complex
The Director, Private Bag X 51, Chuenespoort, 0745, Tel No 015 633 6691

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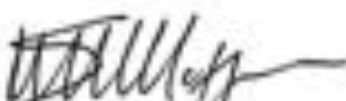
Sekhukhune District, Lebowakgomo Govt. Complex
The Director, Private Bag X 61, Chuenespoort, 0737, Tel No 015 633 5150

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

13. The closing date for submission of applications is **23rd of September 2022 @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
14. 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).
15. Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews.
16. 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
Acting HoD: Transport and Community Safety

Date: 26/08/2022

Initial MS

ANNEXURE A

POST 1: DIRECTOR: PROVINCIAL REGULATORY ENTITY (REF: LDTCS 001 /2022)

**SALARY: All-inclusive remuneration package of R 1 073 187.00 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 structured in terms of applicable rules.

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 Transport Management will be an added advantage.
- Five (5) years' experience at Middle / Senior Managerial 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. Public service knowledge, negotiations, Computer Literacy, Public Service Knowledge.

KEY PERFORMANCE AREA

- Management and administration of the permits and operating licences
- Manage the registration of transport modes and operators.
- Resolve Transport Conflict
- Manage the activities of the Transport Board
- Manage Project.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines/ Practices/ Frameworks/ M&E

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POST 2: DIRECTOR: DISTRICT SERVICES (REF: LDTCS 002 /2022)

SALARY: All-inclusive remuneration package of R 1 073 187.00 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 structured in terms of applicable rules.

CENTRE: SEKHUKHUNE DISTRICT

MINIMUM REQUIREMENTS: -

- Undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Administration / Transport Management will be an added advantage.
- Five (5) years' experience at Middle / Senior Managerial 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, Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge.

KEY PERFORMANCE AREA

- Oversee the provision of transport operation services
- Oversee the provision of transport regulation services
- Oversee the provision of secretariat service for police service
- Ensure efficient management of government fleet and garages
- Manage corporate support services
- Manage financial support services
- Manage Project.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines/ Practices/ Frameworks/ M&E

Initial MS

**POST 3: DEPUTY DIRECTOR: CORPORATE MANAGEMENT X 2 POSTS
(REF: LDTCS 003 /2022)**

**SALARY: All-inclusive remuneration package of R744 255.00 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: WATERBERG AND CAPRICORN DISTRICT

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 / 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 (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. Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge; Knowledge of PERSAL.

KEY PERFORMANCE AREA

- Manage Human Resource Management and Development Services
- Manage employee wellness services
- Manage information technology, information management and communication services
- Manage transformation and service delivery improvement services
- Manage records, facilities and EPWP services

Initial MS

POST 4: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT

(REF: LDTCS 004/2022)

SALARY: All-inclusive remuneration package of R744 255.00 (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).
- A qualification in Supply Chain 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 (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, Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge.

KEY PERFORMANCE AREA

- Invitation of quotation and bids
- Registration of bids
- Facilitate the evaluation of quotation and bids

Initial MS

POST 5: DEPUTY DIRECTOR: DEMAND MANAGEMENT (REF: LDTCS 005/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 Supply Chain 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 (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 expenditure, commodity, and industry analysis processes
- Manage the costing and linking of requirements to the budget
- Manage supplier database
- Monitor the identification of future needs
- Manage the compilation of terms reference / specifications for goods and services required

Initial MS

POST 6: DEPUTY DIRECTOR: CONTRACT MANAGEMENT (SCM)

(REF: LDTCS 006/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 Commerce / Supply Chain 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 (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

Knowledge of PFMA, PPPFA, Assets related policies and FINEST (relevant legal prescripts), Analytical thinking skills, Service Delivery Innovation, Negotiation skills, Conflict resolution, problem solving, and Presentation skills

KEY PERFORMANCE AREA

- Draft Service level Agreements
- Monitoring actual performance against output specification
- Ensure adherence to contracts terms and condition
- Ensure safekeeping of contracts
- Manage risks

Initial MS

POST 7: DEPUTY DIRECTOR: FINANCIAL SYSTEM (REF: LDTCS 007/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 Commerce / Supply Chain 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 (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

Knowledge of PFMA, PPPFA, Assets related policies and FINEST (relevant legal prescripts), Knowledge of transversal systems specifically related to systems controlling, Knowledge of Departmental processes, procedures, and financial reporting, Accounting skills, Financial reporting, Communication and negotiation skills, Conflict resolution, problem solving and Presentation skills

KEY PERFORMANCE AREA

- Provide access control to systems
- Maintain departmental charts of accounts and security profile
- Liaise between source systems and BAS when implementing interfaces
- Manage and monitor the interface and transversal system on banks, LOGIS, PERSAL and BAS
- Perform training and capacity development
- Implement and enforce segregation of duties in the financial systems
- Provide support to all financial system users

Initial MS

POST 8: DEPUTY DIRECTOR: OPERATING LICENSE ADMINISTRATION

(REF: LDTCS 008/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 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 (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

Knowledge of PFMA and Treasury Regulations, National and Provincial Legislation affecting passenger transportation, National and Provincial passenger transport policy, The operations of the Passenger Transport Industry, Project management skills, Decision making, Negotiation skills, Conflict resolution, problem solving and Presentation skills

KEY PERFORMANCE AREA

- Ensure proper management of permits and operating licenses
- Monitor the issuance of operating licenses
- Ensure compliance to permits and operating license legal prescripts
- Manage the permit and operating licenses database
- Provide support to districts with regard to operating license administration

Initial MS

POST 9: DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY X 3 POSTS

(REF: LDTCS 009/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 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 (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

Computer Literacy, Innovative thinking and Managerial skills, Knowledge of PFMA and Treasury Regulations, National and Provincial Legislation affecting passenger transportation, National and Provincial passenger transport policy, the operations of the Passenger Transport Industry, Project management skills, Decision making, Negotiation skills, Conflict resolution, problem solving and Presentation skills

KEY PERFORMANCE AREAS

- Adjudicate on operating license applications
- Provide support to Municipalities and stakeholders in relation to Public Transport regulations
- Determine conditions on Operating licenses
- Deal with appeals coming from the Transport Appeals Tribunal
- Conduct research, investigations, and quality control

Initial MS

POST 10: DEPUTY DIRECTOR: INTERNAL COMMUNICATION & GRAPHIC DESIGN SERVICES (REF: LDTCS 010/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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 Communication / Journalism / Graphic Design 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

Computer Literacy, Knowledge of Government's Corporate identity and event management, Knowledge of government processes and relevant legislation, knowledge of basic management principles and practices, Performance management, written and verbal communication skills, Public relations, Analytical thinking and strategic planning

KEY PERFORMANCE AREA

- Manage the production and distribution of departmental publications
- Manage the design and layout of departmental communication products
- Manage all internal communication platforms
- Manage the provision of photographic services and the image library
- Provide general management services

Initial MS

POST 11: DEPUTY DIRECTOR: GOVERNMENT FLEET X 3 (REF: LDTCS 011/2022)

SALARY: All-inclusive remuneration package of R744 255.00 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: MOPANI, CAPRICORN, AND SEKHUKHUNE DISTRICT

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.
- 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

Computer Literacy, Innovative thinking and Managerial skills, Strong leadership and team building skills, Policy development skills, Decision making, Negotiation skills and Presentation skills

KEY PERFORMANCE AREAS

- Manage Government Garage services
- Manage Transport Administration services

POST 12: CHIEF PROVINCIAL INSPECTOR X 15 POSTS (REF: LDTCS 012/2022)

SALARY: R477 090.00 per annum (Level 10)

CENTRE : CAPRICORN X 1 (DENDRON TS), SEKHUKHUNE X 3 (NEBO TS, MOUTSE TS AND RATHOKE TCC), VHEMBE X 4 (MUSINA TS, MUSINA TCC, SIBASA TS, MALAMULELE TS), WATERBERG X 4 (MANTSOLE TCC, MOKOPANE TS, NORTHAN TS AND GROBLERSBURG TCC), AND MOPANI X 3 (GIYANI TS, BOLOBEDU TS, PUBLIC TRANSPORT UNIT) DISTRICTS

Initial MS

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A recognized Road Traffic Diploma
- 3-5 years of experience at supervisory level
- 7-10 years working experience in the Traffic Law enforcement field
- No criminal record
- Valid Driver's license

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

KEY PERFORMANCE AREA

- Manage the implementation of operational law enforcement plan
- Ensure effective and efficient leadership
- Management of service delivery improvement
- Manage administration systems
- Management of Human Resources
- Financial management
- Ensure effective and efficient asset management

**POST 13: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SCM) X 5
POSTS (REF: LDTCS 013/2022)**

SALARY: R382 245.p.a (LEVEL 9)

**CENTRE: CAPRICORN, WATERBERG, VHEMBE, MOPANI, AND SEKHUKHUNE
DISTRICTS**

Initial MS

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Supply Chain Management will be an added advantage
- **3 - 5 years experience at supervisory level on 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

Computer literacy, Interpersonal relations, Knowledge and understanding of the legislative framework governing the public service. PFMA, Public Service knowledge, Conflict, and problem-solving skills

KEY PERFORMANCE AREA

- Facilitate the opening and closing of bids and quotations adverts
- Check and verify quotations and bids received
- Facilitate the evaluation process of quotations and bids.
- Prepare bid awards for publication in the Tender Bulletin and departmental website and provide feedback to End Users.
- Prepare, consolidate and report bid awards on a monthly and quarterly basis to Provincial Treasury and facilitate reporting of National Treasury Contract Award portal.
- Invite price quotations and conduct vendor performance
- Render secretarial services to sub-bid committee
- Manage contracts and supplier database.

POST 14: ASSISTANT DIRECTOR: ASSETS & INVENTORY X 5 POSTS

(REF: LDTCS 014/2022)

SALARY: R382 245.p.a (LEVEL 9)

CENTRE: CAPRICORN, WATERBERG, VHEMBE, MOPANI, AND SEKHUKHUNE DISTRICT

Initial MS

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial or Asset management will be an added advantage
- **3- 5 years' experience at supervisory level on 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

Computer literacy, Interpersonal relations, Knowledge and understanding of the legislative framework governing the Public Service, PFMA, Public Service Act, Public Service Regulations, Conflict, and problem-solving skills

KEY PERFORMANCE AREA

- Monitor and review the capturing of all physical Assets in the physical assets management registers
- Monitor and review the allocation of assets to asset holders
- Oversee and review the monitoring of assets in accordance with the relevant policy and procedure.
- Promote correct implementation of sound assets management practices
- Supervise employees to ensure sound physical assets management

POST 15: ASSISTANT DIRECTOR: FINANCIAL CONTROL X 2 POSTS

(REF: LDTCS 015/2022)

SALARY: R382 245.p.a (LEVEL 9)

CENTRE: MOPANI AND CAPRICORN DISTRICT

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
- **3- 5 years' experience at supervisory level on the same or related field.**
- Valid Driver's Licence (Except for people with disabilities)

Initial MS

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, Knowledge of PFMA, Report writing, facilitation skills and coordination skills.

KEY PERFORMANCE AREA

- Handle revenue
- Authorised revenue receipts
- Handle budget issues
- Control expenditure
- Approve and authorise employee compensation
- Approval of payment vouchers

POST 16: ASSISTANT DIRECTOR: HRM & D (REF: LDTCS 016/2022)

SALARY: R382 245.p.a (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 Human Resource Management / Human Resource Development will be an added advantage
- 3- 5 years' experience at supervisory level on the same or related field.
- PERSAL certificate / literacy (please attached)
- 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.

Initial MS

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PERSAL, Financial management skills, Negotiation skills, Project management, Planning and organising skills, Policy development, Interpersonal relations, Conflict, and problem-solving skills

KEY PERFORMANCE AREAS

- Provide personnel provisioning and utilisation
- Provide conditions of service
- Provide performance management and development services
- Coordinate labour relations matters

POST 17: ASSISTANT DIRECTOR: OPERATING LICENCES

(REF: LDTCS 017/2022)

SALARY: R382 245.p.a (LEVEL 9)

CENTRE: WATERBERG DISTRICT

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 (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 all Public Transport products and programs, Public Transport history and current situation in South Africa, Knowledge of Financial Management & PFMA, Labour relations acts, Supply chain management, Public relations, Community development studies, Interpersonal relations,

KEY PERFORMANCE AREAS

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

Initial MJ

POST 18: SENIOR PROVINCIAL INSPECTOR X 33 POSTS (REF: LDTCS 018/2022)

SALARY: R261 372 p.a (LEVEL 7)

CENTRE: CAPRICORN DISTRICT X 13 (LEBOWAKGOMO TS X 1, SEKGOSESE TS X 3, POLOKWANE TS X 3 POLOKWANE TCC X 3 AND PUBLIC TRANSPORT UNIT X 6), MOPANI DISTRICT X 8 (TZANEEN TS X 2, BA –PHALABORWA TS X 2, PUBLIC TRANSPORT UNIT X 4), SEKHUKHUNE DISTRICT X 7 (DILOKONG TS X 3 AND PUBLIC TRANSPORT UNIT X 4), VHEMBE DISTRICT X 4 (SIBASA TS X 2 AND PUBLIC TRANSPORT UNIT X 2) AND WATERBERG DISTRICT X 1 (GROBLERSBURG TCC)

MINIMUM REQUIREMENTS:

- Grade 12 certificate or equivalent as recognised by SAQA
- Basic Traffic Diploma
- A Qualification in Traffic Management will be added advantage
- 3-5 years of practical experience as a Provincial Inspector.
- No criminal records
- Valid Drivers' 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 and understanding of Road Traffic and Public Transport Legislations, policies and regulations, Vehicle inspections and impoundment, Compilation of Law enforcement documents, Knowledge of firearm and Ammunition Act No 60 of 2000, Code of conduct, Observation skills, Driving skills, Dangerous goods

KEY PERFORMANCE AREA

- Management and supervision of subordinates (people management)
- Enforce Road Traffic, Public Passenger, Transport and other relevant legislations
- Examine Drivers Licenses and Motor Vehicles and monitor compliance at Driver Licence Testing Centres and vehicle testing stations
- Provide visible Traffic Control / Policing and promote/ ensure crime prevention activities
- Perform all administrative activities and related duties
- Assess road conditions

Initial MS

- Mentor and coach Provincial Inspectors on probation and appointed PIs
- Monitor resolution of transport operator conflicts
- Ensure transport operator safety and compliance

POST 19: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT X 6 POSTS

(REF: LDTCS 019/2022)

SALARY: R261 372 p.a. (LEVEL 7)

CENTRE: HEAD OFFICE X 2, VHEMBE X 2, MOPANI, AND SEKHUKHUNE DISTRICT

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent
- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA) will be an added advantage.
- 1-2 years of practical experience of working with blind people (Head Office, Sekhukhune, and Mopani Districts posts) and for Vhembe District posts the person must have 1-2 years' experience in dealing with people who are Deaf and be competent in sign language interpretation
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Leadership, Programme and Project Management, Change Management, Problem solving and analysis,

KNOWLEDGE AND SKILLS

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

KEY PERFORMANCE AREAS

- Provide support to people with disabilities
- Provide administration services

POST 20: ADMINISTRATION OFFICER: ADMINISTRATIVE & NATIS TRAINING X 5 POSTS (REF: LDTCS 020/2022)

SALARY: R261 372 p.a. (LEVEL 7)

CENTRE: VHEMBE (MAKHADO TS), MOPANI (TZANEEN TS), CAPRICORN (POLOKWANE TS), WATERBERG (LEPHALALE TS AND NORTHAM TS) DISTRICT

Initial MS

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A minimum of three (3) years clerical 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.
Computer Literacy. National Road Traffic Act. Written Communication negotiation skills
Analytical thinking skills

KEY PERFORMANCE AREAS

- Supervise and render registration and licensing of vehicles services
- Supervise and render AARTO (Administrative Adjudication of Road Traffic Offenses) services
- Supervise and render general clerical support services to NaTIS
- Supervise Motor Vehicle licensing and Registration: Issuing of Motor Vehicle Special licenses and Permits, Learners licenses, Driving licenses and roadworthiness Certificates
- Supervise human resources/staff

POST 21: CONTRAVENTION OFFICER (REF: LDTCS 021/2022)

CENTRE: VHEMBE DISTRICT (MUSINA TRAFFIC STATION)

SALARY: R261 372 p.a. (LEVEL 7)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognised by South African Qualification Authority (SAQA).
- A qualification in Financial Management will be an added advantage
- A minimum of three (3) years' experience in the same or related field
- A valid driver's licence (Except for people with disabilities)

Initial MS

KEY PERFORMANCE AREAS

- 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

Initial MS