



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
TRANSPORT AND COMMUNITY SAFETY

Ref: S4/1/1

Date: 12<sup>th</sup> of September 2024

**TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT**


**DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO 29  
OF 2024**

**SUBJECT: ADVERTISEMENT OF VACANT POSTS**

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. Applicants are encouraged to register and submit their applications through the e-recruitment link at <https://erecruitment.limpopo.gov.za>, However, hand delivered applications are accepted and must be submitted on the New Z83 application form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za)  
**NB : Instructions from paragraph 3 to 7 applies to hand / mail delivered applications.**
4. The new Z83 applications form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
  - All the fields in Part A, C and 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? Then it is acceptance 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?" if yes (provide detail)".
- 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 "refers to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment 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 with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A.
5. A specific reference number indicate on the post applied for must be quoted in the Column "Reference Number "on Z83 application form.
  6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).
  7. 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.
  8. Shortlisted candidates for the post 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.
  9. A Pre-entry certificate obtained from National School of Government ( 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/>
  10. As per Department of Public Service and Administration (DPSA) directive on Human Resource Management and Development for Public Service Professionalization Volume 1 number 1.32.1, "All shortlisted candidates , including SMS shall undertake two pre- entry assessments. One will be a practical exercise and other will be an Integrity (Ethical Conduct) Assessment.
  11. 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.

12. Certified copies of educational qualifications, academic records, identity documents and a valid driver's licence (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
13. **Kindly note that No payment of any kind is required when applying for posts advertised in this circular.**
14. The advert will also be accessible on the following websites [www.ldtcs.limpopo.gov.za](http://www.ldtcs.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) / <https://erecruitment.limpopo.gov.za> / departmental and Office of the Premier social media pages.
15. Applications should be submitted to:  
The Head of Department,  
Department of Transport and Community Safety,  
Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Building, Second (2<sup>nd</sup>) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699
- Waterberg District, NTK Building, Modimolle, Cnr Limpopo Street & Thabo Mbeki  
The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 701 3448
- Mopani District, Giyani Govt Complex  
The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000
16. The closing date for submission of applications is the 25<sup>th</sup> of October 2024 @16h00. Late applications 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 S.M : 015 295 1163
17. 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).
18. **Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews.**
19. 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.

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Mr. Matjena M.S  
HoD: Transport and Community Safety  
Date: 20/09/2024

## ANNEXURE A

### POST 1: CHIEF DIRECTOR: GITO, TRANSPORT INFRASTRUCTURE & DISTRICT COORDINATION (REF: LDTCS 001 /2024)

**SALARY:** All-inclusive remuneration package of R 1 436 022.00 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 structured in terms of applicable rules.

**CENTRE:** HEAD OFFICE (POLOKWANE)

#### **MINIMUM REQUIREMENTS: -**

- An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in IT/ Transport Management as recognized by South African Qualifications Authority (SAQA).
- Proof of completion of the SMS pre-entry programme (Nyukela) **must** be submitted before appointment
- **5 years' experience at a senior managerial level**
- Valid driver's license (with exception of people with disabilities).

#### **CORE AND PROCESS COMPETENCIES**

Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills.

#### **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, Public Service Knowledge.

#### **KEY PERFORMANCE AREA**

- Manage IT Network infrastructure, application/systems, IT Helpdesk services, provision of telecommunication services, IT assets and licensing.
- Manage SITA relationship: Business agreements (BA) and service level agreements with SITA and /or other suppliers of information management and information technology goods and services.
- Manage Government Fleet Services
- Manage Transport Infrastructure Services
- Manage District Coordination Services
- Manage the component's resources against its strategic objectives

**POST 2: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION:  
MEC'S OFFICE (REF: LDTCS 002 /2024)**

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

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

**CENTRE: HEAD OFFICE (POLOKWANE)**

**MINIMUM REQUIREMENTS: -**

- An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Administration will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Computer Literacy (Microsoft Office Package).
- Valid driver's license (with exception of 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, Public Service Knowledge.

**KEY PERFORMANCE AREA**

- Manage the administrative and coordination activities within the Office of MEC.
- Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority
- Render a Cabinet / Executive council support service to the executive authority.
- Supervise employees

**POST 3: DEPUTY DIRECTOR: OFFICE OF THE HoD (REF: LDTCS 003 /2024)**

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

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

**CENTRE: HEAD OFFICE (POLOKWANE)**

**MINIMUM REQUIREMENTS: -**

- An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Relations will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Computer Literacy (Microsoft Office Package).
- Valid driver's license ((with exception of 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, Public Service Knowledge.

**KEY PERFORMANCE AREA**

- Provide Executive support to the Head of Department.
- Provide administrative support.
- Monitor the implementation of Executive management decisions as well as management of referrals.
- Manage logistical matters.

**POST 4: ACCOUNTING CLERK: CASHIER X 6 POSTS (REF: LDTCS 004/2024)**

**SALARY: R216 417 per annum. (LEVEL 5)**

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

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

**MINIMUM REQUIREMENTS:**

- Grade 12/ NQF Level 4 or equivalent qualification as recognized by SAQA.
- Basic computer skills (Microsoft Office Package)
- Valid driver's license (with exception of people with disabilities).

**CORE AND PROCESS COMPETENCIES**

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

**KNOWLEDGE AND SKILLS**

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

**KEY PERFORMANCE AREAS**

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