

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, or email to the relevant e-mail address associated with the post applied for.
<u>FOR ATTENTION</u>	:	Kegomoditswe Makaota Tel No: (018) 200 8258
<u>CLOSING DATE</u>	:	06 June 2025 at 15H30
<u>NOTE</u>	:	<p>Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via</p>

this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

<u>POST 17/281</u>	:	<u>CHIEF DIRECTOR: DISTRICT COORDINATION AND GOVERNMENT FLEET REF NO: 04/2025/26</u> Chief Directorate: District Coordination and Government Fleet This is a re-advertisement; candidates who previously applied are encouraged to reapply
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Public Administration/Administration as recognised by SAQA coupled with five (5) years' experience at senior management level within Administration. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge of Public Financial Management Act and its Regulation. In depth knowledge of Public Service Act. Broad knowledge of Public Service Regulation and its Regulation. Broad knowledge of Infrastructure Management. Knowledge of Technical Standards/Procedures. Knowledge of South African Police Service Acts and also knowledge that governs Traffic Operations. Knowledge of Managerial Functions. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Investigation, Excellent report writing, research, analytical thinking, decision making and problem solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Ability to work under pressure. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the monitoring and evaluation of effectiveness and ensure efficiency to the Provincial Secretariat for Police Service. Ensure monitoring and control of Transport Regulations. Ensure the efficiency of Transport Operations in the District. Oversee the management of Government Motor Fleet. Coordinate District Corporate Services function. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Dr. H Kekana Tel No: (018) 200 8001 E-Mail address: CSTMrecruitment01@nwpg.gov.za Male candidates are encouraged to apply
<u>POST 17/282</u>	:	<u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: 05/2025/26</u> Chief Directorate: District Coordination and Government Fleet
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Transport Management, Transport Economics or Transport Logistics as recognised by SAQA coupled with five (5) years' experience at senior management level (SL13) within the Transport Environment. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge and understanding of Government Policies and other relevant prescripts. In depth knowledge of legislative prescripts governing Transport Sector. Ability to conceptualise policy and apply it successfully. Policy analysis and interpretation. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable, Excellent report writing, analytical thinking,

decision making and problem-solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Computer Literacy. Ability to work under pressure. 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, Customer Focus and Communication.

- DUTIES** :
- Oversee the development and maintenance of Transport policies, legislations, information systems as well as the planning process thereof. Oversee the management of Transport Operations within the province. Manage Public Passenger and Leaner Transport Subsidized Contracts. Oversee the implementation and maintenance of Provincial Aviation matters. Oversee the management, monitoring and regulation of Public Transport in the province. Ensure the successful empowerment, capacitation, and liaison with all Public Transport Stakeholders. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
- ENQUIRIES** :
- Dr H Kekana Tel No: (018) 200 8001
- APPLICATIONS** :
- E-Mail address: CSTMrecruitment02@nwpq.gov.za
- NOTE** :
- Female candidates are encouraged to apply

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

- APPLICATIONS** :
- Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) or email address: nwcogtarecruit@nwpq.gov.za
- FOR ATTENTION** :
- Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** :
- 06 June 2025 Time (15H30)
- NOTE** :
- Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A,B,C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated,

are not mandatory. The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The Department reserves the right not to make Appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

<u>POST 17/283</u>	:	<u>DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION REF NO: 01/25-26</u> Chief Directorate: Local Governance Directorate: Municipal Governance Support Job Purpose: To administer Municipal Governance and Corporate services support.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), all-inclusive remuneration package Head Office Matric/Grade 12/ Degree in Public Administration/Public Management/ Human Resource Management/Management (NQF level 7) as recognised by SAQA, 5 years' of experience at a Middle/Senior Managerial Level. Nyukela SMS Pre-Entry Certificate (submitted prior to appointment). Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Planning & Performance Management Regulations, Public Service Regulation, National Capacity Building Framework, Consumer Protection Act, Municipal Structure Act, Municipal System Act, Gov-Chat Software, Public Office Bearers Act, Municipal Finance Management Act, Division of Revenue Act, Employee Equity Act. Organisational Structure Design, Job Evaluation, Human Resource Planning, Strategic Capability, Work Study Investigation, Facilitation, Negotiation, Conflict Management, Analytical & Research, Computer Literacy, Communication & Report Writing, Organising & Planning, Policy Interpretation & development.
<u>DUTIES</u>	:	Facilitate Implementation of Municipal Governance Oversight Support. Coordinate Implementation of Municipal Organisational Development and Human Resource Planning Support services. Coordinate Implementation of Municipal Capacity development support services. Facilitate Implementation of Municipal Labour Relation. Coordinate Implementation of Municipal Human Resource Administration support services.
<u>ENQUIRIES</u>	:	Mr JK Mashigo Tel No: (018) 388 4765
<u>POST 17/284</u>	:	<u>DIRECTOR: TRADITIONAL INSTITUTIONS ADMINISTRATION REF NO: 02/25-26</u> Chief Directorate: Traditional Institutional Management Directorate: Traditional Institutional Administration Job Purpose: To administer implementation of Traditional Institutions and Resource Administration Services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), all-inclusive remuneration package Head Office Matric/Grade 12 Degree in Public Administration/ Business/ Financial Management/Governance/Social Science (NQF Level 7) as recognised by SAQA. 5 years' of experience at a Middle/Senior Managerial Level. Nyukela Compliance Certificate (submitted prior to appointment). Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge Customary Law, Traditional Khoi-San Leadership Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Service Regulation. Financial Management, Project Management, Strategic Capability, Conflict Management, Report writing, Communication, Computer Literacy, Interpersonal & Facilitation, Policy Interpretation & Development.
<u>DUTIES</u>	:	Facilitate implementation of Traditional Council Land Administration Support. Facilitate Implementation of Traditional governance and Resource Administration services. Coordinate Implementation of Rural Development facilitation services. Coordinate Implementation of Traditional Institutional Financial Administration services. Coordinate Implementation of district Traditional Institutions Financial and Administrative Support.
<u>ENQUIRIES</u>	:	Mr SA Ruthoane Tel No: (018) 388 5483

OTHER POSTS

<u>POST 17/285</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL DISASTER MANAGEMENT SUPPORT REF NO: 03/25-26</u> Chief Directorate: Development And Planning Directorate: Provincial Disaster Management Centre Job Purpose: To coordinate implementation of Provincial disaster management systems and structures
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package Head Office Matric/Grade 12. Diploma/Degree in Disaster Management/ Emergency Management/ Environmental Science or any other relevant qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level in Provincial Disaster Management Support. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of United Nations international strategy on Disaster Reduction, Sendai Framework for Disaster Reduction, Disaster Management Act, National Disaster Management Framework, Municipal Finance Management Act, North West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management Processes, Public Financial Management Act, Public Service Act, Treasury Relations, Division Revenue Act. Strategic Planning & Management, Leadership, Analytical & Research, Communication, Report Writing, Problem Solving, Presentation & Facilitation, Policy Interpretation and Development, Computer Literacy, Financial Management, Information Management, Project Management.
<u>DUTIES</u>	:	Monitor integrated institutional capacity and support disaster management. Facilitate Implementation of disaster response and recovery plans. Facilitate sourcing of disaster relief funds. Facilitate disaster risk assessment. Monitor Disaster risk reduction programmes and capacity building.
<u>ENQUIRIES</u>	:	Mr S Ramagaga Tel No: (018) 388 4129
<u>POST 17/286</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: 04/25 -26</u> Chief Directorate: Financial Management Services Directorate: Financial Administration Job Purpose: To coordinate implementation of internal control and compliance Measures.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package Head Office Matric/Grade 12. Diploma/Degree in Internal Auditing/ Financial Management/Risk Management/Public Financial Management (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience as Assistant Director: Financial Accounting/ Auditing/ Financial Management level. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Accounting Manuals, Treasury Instructions Notes, Government Financial systems operations, Modified cash Standard. Auditing Skills, Financial Management, Information Management, Leadership, Analytical & Research, Communication, Problem Solving, Facilitation, Policy Interpretation and Development, Computer Literacy, Conflict Management.
<u>DUTIES</u>	:	Review Compliance of financial and performance reporting. Review implementation of integrated internal control systems. Facilitate implementation of external audit processes. Facilitate implementation of internal control measures. Facilitate implementation of pre-audit and post audit payment processes.
<u>ENQUIRIES</u>	:	Mr SPE Legoale Tel No: (018) 388 1620
<u>POST 17/287</u>	:	<u>DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 05/25 -26</u> Chief Directorate: Corporate Management Services Directorate: Communication Management Services Job Purpose: To coordinate provision of internal Communication Services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package

<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12.Diploma/Degree in Communication/Public Relations/Media Studies (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Corporate/ Internal Communication Services Level. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Batho Pele Regulatory Prescripts, Public Service Regulation, Public Financial Management Act, The South African Government Communication and Information Systems (GCIS), The Provincial Communication Strategy, The South African Governments Official Language Policy. Event Management Skills. Media Relations and Journalism, Language and Translation Coordination, Event Management, Stakeholder Engagement, Project Management, Analytical and Problem-solving Skills, Leadership and Team Management, Interpersonal and Negotiation Skills.
<u>DUTIES</u>	:	Facilitate promotion of Departmental Corporate Identity services. Monitor departmental website. Facilitate Provision of language translation services. Monitor design for corporate material. Monitor of functionality Local Government Communicators structures. Facilitate design of multimedia products and maintenance of department social media platforms.
<u>ENQUIRIES</u>	:	Ms D Thapelo Tel No: (018) 388 4836
<u>POST 17/288</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY</u> <u>REF NO: 06/25 -26</u> Chief Directorate: Corporate Management Services Directorate: ICT, Knowledge & Records Management Services Job Purpose: To coordinate implementation of Information Communication Technology, knowledge & records Services.
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12.Diploma/Degree in Information Technology, Information Systems, Computer Systems, Knowledge management/Records Management, Information Management, Archival Studies, /Library Science (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Information communication technology/ records management/ knowledge management. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Batho Pele Regulatory Prescripts, Public Finance Management Act, Electronic Communications and Transactions Act, State Information Technology Agency Act, National Cybersecurity Policy Framework, Promotion of Access to Information Act, Public service Act, Public Service Regulation, National Archives and Records Service of South Africa Act, Protection of Personal Information Act, Minimum Information Security Standards, Government-Wide Enterprise Architecture, ICT Strategy Development, Records Management, Knowledge Management, Cybersecurity Management, Project Management, Data Analytics and Reporting, Stakeholder Engagement, Change Management, Knowledge harvesting and dissemination, Leadership and Team Management, Problem-solving and Innovation, Communication and Training.
<u>DUTIES</u>	:	Facilitate implementation of information technology systems. Facilitate Implementation of Information Communication Technology security risk strategies. Facilitate provision of security network and Information Technology Infrastructure support. Monitor back-end Information Technology Infrastructure services. Facilitate provision of electric and manual records management services. Facilitate provision of knowledge management services.
<u>ENQUIRIES</u>	:	Ms F Hagan Tel No: (018) 388 242