

**ANNEXURE**

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department*

**APPLICATIONS**

Applications stating the relevant reference number must be sent to:  
Head of Department: Department of Transport, Safety and Liaison,  
Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368,  
Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022,  
applicants are to submit the new Z83 application form and CV Only.

Ms.J.J.Jafta

09 October 2023

**FOR ATTENTION**

**CLOSING DATE**

**NOTE**

Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Shortlisted applicants who are Non-RSA Citizens/Permanent Resident Permit Holders will be required to produce a copy of their Permanent Residence Permits on the day of their interview. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

**MANAGEMENT ECHELON**

<b>Post</b>	:	<b><u>DIRECTOR: CORPORATE SERVICES</u></b> Directorate: Corporate Services
<b>Salary</b>	:	R1 162 200.00 per annum (level 13), (all inclusive remuneration package) (Competency Assessment is compulsory)
<b>Centre</b>	:	Head Office: Kimberley (Northern Cape)
<b>Ref</b>	:	S4.1/10/23

**Requirements** : An appropriate Bachelor's degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management / Governance and Public Leadership (NQF Level 7). Minimum of 5 years' experience in middle management position coupled with job related knowledge: Policy Development and Implementation, knowledge of Public Service Regulations, Basic Conditions of Employment Act, Labour relations Act and Public Service Prescripts. Job related skills: Computer literacy, Communication skills (Verbal and Written), presentation skills interpersonal skills, project management skills, financial management skills, conflict management, leadership skills, strategic capabilities, change management skills, a valid driver's license and the ability to work long hours. Successful completion of the pre-entry Certificate for SMS as endorsed by the National School of Government (NSG), certificate to be provided prior to appointment.

**Key Performance areas** : Provide human resource administration support, human resource development and human resource planning services. Provide management services: Manage and coordinate Labour Relations and Legal Services, manage and promote Employee Health and Wellness programmes and Occupational Health and Safety programmes, render Security, Records Management and work environment auxiliary services. Manage and monitor the implementation of the Performance Management Development system (PMDS) in the department, co-ordinate and implement all Gender, Disability, Youth and Children (GDYC) related programmes and activities and provide high level management and strategic support services. Provide guidance on the interpretation of policies, strategies and procedure, coordinate employee information as required, attend to queries, ensure provincial compliance through the management of information, risk and audit. Request progress reports on audit findings and ensure compliance with regards to policies, directives, instruction, regulations etc.  
**(Women and persons with disabilities are encouraged to apply)**

**Enquiries** Ms. J.J Jafta

**Tel** (069) 224 6157