

**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,
T&I,69 Memorial Road, Kimberley, 8300.Email:
dtsl_recruitment@ncpg.gov.za. "Note" in line with DPSA Circular 19 of 2022,
applicants are submitting Z83 and CV Only,
Ms.J.J.Jafta
14 March 2025

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 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. Only Z83 AND CV must be submitted on application, all other documents are submitted by shortlisted candidates only. 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.

POSTS**POST**

PROVINCIAL INSPECTORS X 23
Kimberley Traffic Station (X1)
Upington Traffic Station (X 4)
Colesberg Traffic Station (X 5)
Mothibistad Traffic Station (X 3)
Springbok Traffic Station (X 2)
Jan Kempdorp Traffic Station (X1)
Richmond Traffic Station (X 2)
Britstown Traffic Station (X 2)
Olifantshoek Traffic Station (X 1)
Calvinia Traffic Station (X 2)

**SALARY
CENTRES**

R255 450.00 - R300 912.00 per annum (Salary level 6)
Kimberley Traffic Station X 1 post
Upington Traffic Station X 4 posts
Colesberg Traffic Station X 5 posts
Mothibistad Traffic Station X 3 posts

Springbok Traffic Station X 2 posts
Jan Kempdorp Traffic Station X 1 post
Richmond Traffic Station X 2 posts
Britstown Traffic Station X 2 posts
Olifantshoek Traffic Station X 1 post
Calvinia Traffic Station X 2 posts

REFERENCE NO. : S4.1 /02 /01 (Kimberley Traffic Station)
S4.1 /02 /02 (Upington Traffic Station)
S4.1 /02/ 03 (Colesberg Traffic Station)
S4.1/ 02/ 04 (Mothibistad Traffic Station)
S4.1/ 02/ 05 (Springbok Traffic Station)
S4.1/02/ 06 (Jan Kempdorp Traffic Station)
S4.1/ 02/ 07 (Richmond Traffic Station)
S4.1/ 02/ 08 (Britstown Traffic Station)
S4.1/ 02/ 09 (Olifantshoek Traffic Station)
S4.1/02/ 10 (Calvinia Traffic Station)

REQUIREMENTS : Matric Certificate,
Traffic Officer Diploma from accredited training institution as recognised by RTMC.
1 Year practical experience in traffic law enforcement
A valid driver's license code B manual transmission
Computer literate
Medical Examination proof - Be medical fit and work under strenuous Conditions
Saps Clearance Certificate- No criminal record or case pending against you
Be willing to be vetted.

KNOWLEDGE AND SKILLS: Good record and resource management
Good customer relationship management abilities
Completion of law enforcement documents
Knowledge and understanding of road traffic and public transport legislation and policies and guidelines
Knowledge of vehicle inspections and vehicle impoundment
Knowledge of firearm and ammunition Act 60/2000
Code of conduct
Knowledge of departmental guidelines on overload control and escort duties
Knowledge of operational guidelines on law enforcement equipment
Ability to work under pressure
Good observation skills (moving violations/defects)
Good driving and negotiation skills
Sound interpersonal and conflict resolution skills
Good written and verbal communication skills in at least two of the provincial official languages

DUTIES : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations
Provide visible Traffic Control/ Policing
Perform all administrative activities and related duties
Perform standby duties and shifts.
Work over weekends and public holidays when required
Attend to accidents and provide traffic control duties

NOTE : (Woman and persons with disabilities are encouraged to apply)

Enquiries : Mrs J. Jafta
Cell : 069 2246 157/
Email : jjajfta@ncpg.gov.za

NB Applicant may be transferred/deployed to any location where the need is identified at the discretion of the department.

DIRECTORATE : Strategic Management, Organisational Development and Institutional Performance

POST : Assistant Director: Institutional Performance

REF NO : S4.1/02/11

SALARY LEVEL : R444 036.00 –R532 602.00

CENTRE : KIMBERLEY

REQUIREMENTS: Applicants should be in possession of a Bachelor's Degree or National Diploma (NQF 6 or 7) in any one of the following disciplines: Public Administration, Statistics or Internal Auditing. A minimum of 3 years' experience obtained in Institutional Performance and data within the public sector. Knowledge and understanding of public service policies and procedures related to performance information.

COMPETENCIES : The following key competencies and skills are required for the position:

Knowledge of the relevant legislation/policies/prescripts and procedures
Manage interpersonal conflict and problem solving
Planning and organizing
Computer literate (MS Word, Excel, PowerPoint)
Proficient at the Public service Electronic Quarterly reporting System (EQPRS) and the Northern Cape Provincial Information Management System (PIMS)
Excellent data analysis skills
Good written and verbal communication skills
Ability to develop written reports and action plans
Sound Organisational skills
Ability to function well under pressure and work within a team or independently

DUTIES : **Key Performance Areas:**

Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Internal Auditor and Auditor-General;
Design data collection instruments for Directorates;
Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof;
Evaluate the departmental reports and assessment of impact and sustainability of programmes;
Assist with the implementation of performance measurement frameworks and policies;
Develop, manage and maintain departmental monitoring and evaluation framework and system;
Represent the Department in national and provincial meetings on matters related to monitoring and evaluation,
Attend and participate in scheduled national and provincial meetings/fora;
Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives;
Participate in coordination of management responses to audit findings on performance information (Internal Audit and Auditor General of South Africa)

ENQUIRIES : Mrs J. Jafta 069 2246 157/ Ms. R Williams 071 678 4504

Post : **Cashiers: Revenue Clerks X 56**

Salary : R216 417.00 – R254 928.00 per annum (level 5)

Registering Authority : Groblershoop (!Kheis local municipality) x 2
 Postmasburg (Tsantsabane local municipality) x 2
 Danielskuil (Kgatelopele local municipality) x 2
 Upington (Dawid Kruiper local municipality) x 3
 Keimoes (Kai !Garib local municipality) x 2
 Kakamas (Kai !Garib local municipality) x 2
 Pofadder (Khai – Ma local municipality) x 2
 Springbok (Namakhoi local municipality) x 2
 Calvinia (Hantam local municipality) x 2
 Loriesfontein(Hantam local municipality) x 2
 Colesberg (Umsobomvu local municipality) x 2
 De Aar (Emthanjeni local municipality) x 2
 Carnavon (Kareeberg local municipality) x2
 Richmond (Ubuntu local municipality) x 2
 Hopetown (Thembelihle local municipality) x 2
 Fraserburg (Karoo Hoogland local municipality) x 2
 Sutherland (Karoo Hoogland local municipality) x 2
 Williston (Karoo Hoogland local municipality) x 2
 Kathu (Gamagara local municipality) x 2
 Olifantshoek (Gamagara local municipality) x 2
 Mothibistad (Ga-Segonyana local municipality) x 2
 Churchill (Joe Morolong local municipality) 4
 Kimberley (Sol Plaatje local municipality) x 6
 Barkley West (Dikgatlong local municipality) x 2
 Jan Kempdorp (Phokwane local municipality) x 2

Ref : S4.1 /02 /12

Requirements : Grade 12
 Computer Literacy
 No criminal record

The following will serve as recommendations:

Good interpersonal skills, verbal and written communications skill
 Ability to work under pressure and display initiative, time management and innovation to promote service delivery.

Duties : Perform the Motor vehicle licensing renewal function
 Perform daily cash-up duties
 Filing and safeguarding of all revenue documents generated or received
 Performing Transaction on National Traffic Information System (NaTIS)
 Handling general and NaTIS related enquiries from clients
 To maintain high level of professional ethics
 The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU)

NOTE : People with disabilities are encouraged to apply.

Enquiries : Ms.K Paai – 081 2383 332 / Ms. J Jafta - 069 224 6157

POST : Cashiers Supervisors X 6

SALARY : R308 154.00 – R362 994.00

REGISTERING AUTHORITY: De Aar (Pixley Ka Seme District) X1
Churchill (John Taolo Gaetsewe District) X 1
Upington (ZF Mgcawu District) X 1
Springbok (Namakwa District) X1
Kimberley (Francis Baard District) X 2

REF NO : S4.1 /02/ 13

REQUIREMENTS : Post Matric Qualification in Financial Management / Economics or Accounting
Grade 12
Computer writing
No criminal record
Driver's Licence Code B

DUTIES : Supervising subordinates and the activities of registering authority cashiers at provincial motor vehicle licence (MVL) renewal sites.
Deifying transaction performed at the MVL renewal sites.
Performing queries on the National Traffic Information System (NaTIS).
Handling general and NaTIS related enquiries from clients.
Verifying and reconcile collected revenue.
Liaising with Provincial Helpdesk.
Maintaining proper filling system.
Interpretation of the National Road Traffic Act and its Regulations.
Submitting reports of management.
Keeping and maintaining PMDS reports of subordinates.
To maintain high level of professional ethics.
To sign contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and NaTIS Undertaking (NUU).

THE FOLLOWING WILL SERVICE: Good interpersonal skills, verbal and written communications skills.

AS RECOMMENDATIONS: Ability to work under pressure and display initiative Planning and general administrative skills.

NOTE : (woman and persons with disabilities are encouraged to apply)

Enquiries : Ms.K Paai – 081 2383 332 / Ms. J Jafta-069 224 6157

Email : jajafta@ncpg.gov.za

DIRECTORATE : Transport Regulations

POST : Senior Manager

REF NO : S4.1 /02/ 14

SALARY : R1 216 824 .00 R1 433 355.00 per annum (Level 13), (all – inclusive remuneration package)

CENTRE : Kimberley (Head Office)

REQUIREMENTS : Minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). 5 years of experience at a middle/ senior managerial level in the Transport Regulation environment. A degree in Traffic Management. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid code B Driver's License. Knowledge: National Road Traffic Act. National Land Transport Strategic Framework. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational, Conflict Resolution / Problem Solving.

DUTIES : Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the processing of applications for operating licenses. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community-based structures. The promotion of traffic safety awareness through communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES

: Mr. Rodney Pieterse – 082 442 0800