

**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 submitted on the link provided hereto below.

<https://form.jotform.com/261233339528559>

FOR ATTENTION

Ms. JJ Jafta

CLOSING DATE

29 May 2026

NOTE

Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of these positions and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will

be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

POST : **SECRETARY TO THE DIRECTOR OF CORPORATE SERVICES**

SALARY : R241 014 – R271 503 per annum (Salary level 05)

CENTRE : Kimberley

REFERENCE NO. : S4.1/04/01

REQUIREMENTS: A minimum of Grade 12 (NQF Level 4) or equivalent.
Knowledge of clerical duties, practices and working procedures.
Ability to handle variety of tasks including management of office assets stationery, procurement, etc.
Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure.
Good interpersonal skills, adaptability and resourcefulness.
Applicant must have good communication skills and time management.
Be presentable, reliable and punctual.

KNOWLEDGE AND SKILLS: Good communication skills
Good telephone etiquette
Computer literacy
Sound Organising skills
Good people skills
High level of reliability
Ability to act with tact and discretion
Good grooming and presentation skills

DUTIES Provide secretarial/receptionist support services to the Director.

- Receives telephone call and refers the calls to the correct rile players if not meant for the relevant Director
- Records appointments and events in the diary of the Director
- Types documents for the manager and other staff within the unit on a word processor
- Operates office equipment like fax machines and photocopiers

Provide secretarial support services to the Directorate

- Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received
- Arrangements and events for the manager and the staff in the Unit. Identifies venues, invites role players, organizes refreshments and sets up for meetings and events
- Processes the travel and subsistence claims for the unit
- Process all invoices that emanate from the activities of the work of the manager
- Records basic minutes of the meetings of the manager where required
- Drafts routine correspondence and reports
- Does filling of documents for the manager and the unit where required

- Administrative matters like the leave register and telephone accounts
- Receives, records and distributes all incoming and outgoing documents
- Handles the procurement of standards items like stationary, refreshment etc.
- Collects all relevant documents to enable the manager to prepare for meetings

Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.

- Studies the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood
- Remains abreast with the procedures and processes that apply in the office of the Director

NOTE

Persons with disabilities, youth and women are encouraged to apply

Enquiries : Mrs J. Jafta

Cell : 068 344 0742

NO HAND DELIVERED OR MAILED APPLICATIONS WILL BE ACCEPTED. ALL APPLICATIONS SHOULD BE SUBMITTED USING THE LINK BELOW:

<https://form.jotform.com/261233339528559>

POST

MESSENGER/DRIVER

SALARY

R201 093.00 – R236 877.00 per annum (salary level 4)

CENTER

Kimberley (Frances Baard District) x1

REF

S4.1/04/02

REQUIREMENTS

Must have successfully completed Grade 10/Standard 8/(ABET level 4)
No experience required
Be in possession of a code B driver's license, and a valid Public Driving Permit(PDP)

DUTIES

Perform messenger functions

- a) Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents).
- b) Do routine maintenance on the allocated vehicle and report defects timely.
- c) Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
- d) Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following:
 - i. Collect and deliver documentation and related items in the department.
 - ii. Copy and fax documents.
 - iii. Assist in the registry

KNOWLEDGE AND SKILLS

(a) Knowledge of the procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks of the vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing a flat tyre).

(b) Knowledge of prescripts for the correct utilisation of the motor vehicle e.g. how and what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle.

(c) Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

NOTE

YOUTH AND WOMEN ARE ENCOURAGED TO APPLY

ENQUIRIES

Ms. JJ Jafta

CELL

068 344 0742

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POST : **ASSISTANT DIRECTOR : FINANCIAL ACCOUNTING**

SALARY : R468 459 – R551 823 per annum (Salary level 09)

CENTRE : Kimberley

REFERENCE NO. : S4.1/04/03

REQUIREMENTS: A minimum of Grade 12 (NQF Level 4) or equivalent.
Knowledge of clerical duties, practices and working procedures.
Ability to handle variety of tasks including management of office assets stationery, procurement, etc.
Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure.
Good interpersonal skills, adaptability and resourcefulness.
Applicant must have good communication skills and time management.
Be presentable, reliable and punctual.

KNOWLEDGE AND SKILLS: Good communication skills
Good telephone etiquette
Computer literacy
Sound Organising skills
Good people skills
High level of reliability
Ability to act with tact and discretion
Good grooming and presentation skills

DUTIES : **Collection and recording of revenue**

- (a) Cashier, banking service and electronic payments
- Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts.
 - Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded.
 - Oversee that the banking of monies are done in accordance with the prescribed processes.
 - Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers.
 - Oversee the safeguarding of source documents and face value forms.
- (b) Debt management
- Oversee the identification and accurate recording of debts owed to the department.
 - Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span.
 - Oversee the process of obtaining the accounting officer's approval for debt collection conditions.
 - Obtain the accounting officer's approval for debt payback conditions and time span on the cases handled.
 - Oversee the accurate allocation of monies received.
- (c) Monitoring and reporting on revenue
- Oversee and monitor income against budget and review reconciliations.

- Oversee and undertake the development of corrective measures when required.
- Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes.
- Ensure completeness and accuracy of financial information.

Expenditure management

- (a) Compensation of employees
- Oversee the verification of the capturing of payroll transactions on the accounting system.
 - Oversee quality assurance of payroll transactions.
 - Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS).
 - Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system.
 - Oversee verification of information for payroll certification.
- (b) Goods and services
- Oversee verification of source documents.
 - Oversee the quality assurance and verification of transactions on BAS/LOGIS.
 - Ensure that expenditure is in line with budget and item provisioning.
 - Oversee the correct capturing of banking details on the accounting system.
 - Oversee creditor reconciliation (ensure that service providers are paid timely and correctly).

NOTE

PERSONS WITH DISABILITIES, YOUTH AND WOMEN ARE ENCOURAGED TO APPLY

Enquiries : Mrs J. Jafta
Cell : 068 344 0742

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POST

ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND ORGANISATIONAL DEVELOPMENT

SALARY

R487 197.00 – R573 897.00 per annum (salary level 9)

CENTER

Kimberley Frances baard district) x1

REF

S4.1/04/04

REQUIREMENTS

Grade 12
Degree, NQF 7, in Organisational Development/Industrial Psychology/Strategic Planning
3-4 years' experience in the organisational development and planning environment
Officially trained in Job Evaluation, initial and follow-up training certificate
Computer skills
Valid driver's licence
Analytical thinking
Management and leadership qualities

DUTIES

Facilitate the review, development and the updating of the department 5 year Strategic plan, this includes the 3-year annual performance plan and annual Operational plan.

- Ensure that the plans are aligned to the regulations and national frameworks.
- Responsible for the consolidation of inputs taking in to account the service delivery agreement and mandate of the department.
- Provide advice to managers on the development of measurable performance indicators and planned targets taking in to consideration the long-term impact of the strategic goals.
- Ensure that performance indicators are sector relevant and addresses the strategic plan and APP. Advise managers on this aspect.
- Attend the national and provincial meetings regarding the strategic and operational planning of the department and provide feedback report.

Develop and maintain departmental organisational organogram in line with strategic plan.

- Analyse the current structure and identify gaps that must be considered when redesigning and updating the structure.
- Consult stakeholders on inputs, analysing inputs.
- Collate information towards the review of the Organisational Structure of the Department annually.
- Develop and advise on changes to the structure.
- Monitor the implementation of the approved organisational structure.
- Responsible for organisational functionality assessment in order for the department be effective in terms self-assessments readiness to deliver services effectively.

Responsible for Job Evaluation and provide advice on the development of Job descriptions.

- In terms of the job descriptions research must be conducted to confirm the content of the post.
- Provide input and advice on the drafted job descriptions.
- In terms of Job Evaluations, information must be collected and analysed after the job evaluation interview has been concluded.
- Capture the information on the Job Evaluation System considering the information on the job description and information gathered during the job evaluation interview.
- Present the Job Evaluation information to the Preliminary Committee sitting and Provincial job Evaluation Panel for approval.
- Responsible for proper record keeping of all approved job evaluation submissions and job descriptions.

Facilitate the performing of Operational Management Framework Functions

- Gather and analyse information needed to develop the Service Delivery Charter, Service Delivery improvement plan and the Service Delivery Model.
- Consultation with the other stakeholders
- Drafting of the Standard Operational Procedures and Business Process Maps for the various functions within the department. Consulting and advising the process owners in the drafting of these documents.

KNOWLEDGE AND SKILLS

Establish and manage a positive relationship with colleagues and stakeholders
 Implement and monitor quality and continuous improvement processes
 Participated in planning and reviewing of the quality in terms of processes
 Knowledge of legislation and directives concerning the field of
 Knowledge of the evaluation system and standard operating procedure software
 Knowledge on conducting research
 Analytical thinking and presentation skills
 Planning and communication skills

NOTE

WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Mrs. JJ Jafta

Cell

068 344 0742

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POST

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING

SALARY

R487 197.00 – R573 897- 00 per annum (Salary level 9)

REGISTERING AUTHORITY

Kimberley (Frances baard district) x1

REF

S4.1/04/05

REQUIREMENTS

A relevant tertiary qualification in Financial Management at NQF level 7
3 year relevant supervisory experience

KNOWLEDGE AND SKILLS

Knowledge of PFMA, Treasury Regulations, GRAP, BAS, PERSAL and LOGIS

DUTIES

1. Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes.

- a) Coordinate and review the necessary financial supporting documentation required for the strategic and annual performance planning process
- b) Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans.
- c) Check and verify the supporting information for various financial planning processes.

2. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process.

- a) Coordinate the preparation and consultation for the MTEF budget process.
- b) Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure(ENE).
- c) Develop templates for the collection of budget information from functionaries.
- d) Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities.
- e) Analyse and interpret the requirements for the monthly cash flow and and adjusted cash flow as prescribed by Treasury and recommended corrective action where required.
- f) Undertake the planning and supervise the preparation and consultation process in the implementation of adjustment estimates process
- g) Assess where shifting of funds/virements is required and possible reviewing expenditure against budget and make recommendations
- h) Supervise the recording of adjustments and provide feedback to the relevant components.
- i) Provide information for the preparation of the annual financial statements.
- j) Monitor that all shifts/virements are included in the adjusted budget.
- k) Analyse requests for rollovers and make recommendations compliance with prescripts(including funds committed but not spent)

3. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes

- a) Evaluate information on monthly reports produced(variance between actual versus budget expenditure) and recommend appropriate actions where necessary.
- b) Monitor that all shifts/virements are included in the Year Monitoring Report.
- c) Provide advice and guidance to role players on the use of forecasting methods and tools.

- d) Compile information for the interim and annual performance reports.

4. Manage the operational processes, resources and procedural associated with the management accounting functions

- a) Develop and review departmental policies and procedures applicable to management accounting(planning and budgeting).
- b) Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
- c) Determine workflow requirements.
- d) Monitor performance of employees and determine training needs.
- e) Control leave and related personnel matters applying laid down Human Resource procedures.

NOTE
TO

WOMEN. YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED

APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

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POST

ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES

SALARY

R487 197.00 – R573 897.00 per annum (salary level 9)

CENTER

Kimberley Frances baard district) x1

REF

S4.1/04/06

REQUIREMENTS

Degree; NQF 7 in Transport Management, Transport Planning
Legal Knowledge would be an advantage
Relevant experience: 3-5 Years experience in the Public Transport field

DUTIES

1. Ensure proper monitoring of subsidised Transport Contract Management

- Management of the bus services contracts, taxi services contracts and service schedules set out for the service provider.
- Ensure that all contracts and service providers adhere to the NLTA prescripts, safety standards and operational conditions of the transport vehicles.
- Provide Inputs in to the Provincial Integrated Transport Plan(ITP)

2. PTOG Financial Oversight role

- Verify the operator of the services providers kilometre claims and monthly invoices.
- Monitoring of PTOG expenditure, projections and utilisation levels.
- Ensure compliance with PTOG FRAMEWORK, DoRA and the PFMA.
- Maintain evidence portfolios for the internal and external audit requirements.
- Monitoring of any deviations and under-expenditure risks.

3. Route monitoring and Service Delivery Compliance

- Evaluate adherence to timetables, loading conditions, vehicles safety requirements and road worthlessness.
- Align subsidised routes to settlement patterns, mobility needs and passenger demands.
- Ensure that the service provider is adhering to his/her contract standards and agreements.
- Document monitoring finding with photographic evidence, checklists and reports.
- Investigate service complaints, community concerns and operator-related disputes.
- Recommend route changes and changes in service providers.

4. Responsible for preparing reports

- Prepare monthly, quarterly and annual reports to management, the CFO, HOD and National DOT.
- Compile quarterly PTOG Performance reports and ensure submission to NDOT/National Treasury.

- Maintain a comprehensive Transport Risk Register.

KNOWLEDGE AND SKILLS

Knowledge of the Public Transport Operating Grant (PTOG) Framework and DoRA. Knowledge of contract management, analytical skills, monitoring and reporting skills, participate in planning and renewing and improving on processes, knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved, driving license and computer skills

NOTE

WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

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POST

DEPUTY DIRECTOR: OPERATOR LICENSE AND PERMITS

SALARY

R932 292.00 – R1 098 195.00 per annum (salary level 11)

CENTER

Kimberley Frances baard district) x1

REF

S4.1/04/07

REQUIREMENTS

Degree at NQF level 7 Transport Management. Legal qualifications would be an advantage

Relevant experience: 3-5 Years middle management

Computer skills

Valid driver's licence

Management and leadership qualities

DUTIES

1. Ensure the effective operations of the Provincial Regulatory Entity

- Provide advice in terms of operating procedures and legislation
- Provide guidance to the PRE committee in terms of the adjudication of applications operating license

2. Management the taxi and public transport route allocations

- Advice on the route allocation and ensure that allocations is done effectively and, in a manner, to enhance service delivery.

3. Manage risk assessments in terms of public transport system in the Province

- Responsible for risk assessments and the identification of possible risks for the province.
- Liaise with SAPS and the municipalities of the various regions in terms of traffic planning and transport planning in order to mitigate risks

4. Manage the NLTIS in the Province

- Ensure the proper and effective administration of the NLTIS System and Legislation

KNOWLEDGE AND SKILLS

Knowledge of National Transport Amended Act and Regulations

Knowledge of planning processes

Analytical skills, monitoring and reporting kills, participate in planning and renewing and improving on processes, knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved, driving license and computer skills

NOTE

WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

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<u>POST</u>	DIRECTOR: SUPPLY CHAIN, ASSET AND MANAGEMENT ACCOUNTING SERVICES
<u>SALARY</u>	R1 266 714.00 – R1 492 122.00 per annum (salary level 13)
<u>CENTER</u>	Kimberley Frances baard district) x1
<u>REF</u>	S4.1/04/08
<u>REQUIREMENTS</u>	Relevant tertiary qualification at NQF level 7 in Management Accounting/financial Accounting or Supply Chain and Asset Management 5 to 7 years' experience in the financial field at middle management level Computer skills Certificate of SMS (Nyukela)
<u>DUTIES</u>	<p>1. Provide Strategic management guidance and advice to the department in terms Management Accounting Services</p> <ul style="list-style-type: none"> • Compile and manage the departmental budget • Responsible for the determination of additional funds required from the budget adjustment estimates • Ensure that there is alignment between the departmental budget and the strategic priorities of the department and MTDP priorities. • Advice the CFO on budgetary implications and other matters that needs strategic intervention. • Evaluate the performance of the department against pre-determined key measurable objectives and standards • Ensure budget allocations to the different programs in accordance to the relevant legislation and guidelines • Manage the assessment of expenditure trends within the department • Ensure the preparation of the Annual and Adjustment Budgets for the department. • Ensure that the SCM and Assets processes are aligned to the departmental strategic operational plan. <p>2. Provide strategic advice in terms of the Supply Chain and Asset management process.</p> <ul style="list-style-type: none"> • Provide strategic advice on SCM matters • Develop and ensure the implementation of the SCM and Asset policies and frameworks in line with the PFMA and Treasury Regulations. • Ensure that the demand management procurement strategy aligns with the budget and strategic objectives. • Ensure adequate systems and internal controls for receipt, storage and issuance of goods. • Manage the disposal of redundant, obsolete or unserviceable items in accordance with legislative processes. • Ensure that a correct and update Asset register is in place for control and financial reporting purpose • Ensure proper record keeping of all financial matters as set out in the prescribed norms and standards • Ensure prevention of irregular expenditure and accurate reporting thereof.

- Manage the coordination of the SCM and Asset management audits and ensure the implementation of audit recommendations.
- Manage asset acquisition, movement, maintenance and disposal of assets

3. Manage the functioning of departmental Bid Committees

- Ensure protocols is in place that guide the compiling of bid documents
- Ensure the set criteria for the registration of the various bid applications is adhere to
- Ensure that all procedures are aligned to the relevant regulations and frameworks.

4. Manage the contract allocation and supplier performance

- Ensure the set criteria for contract allocation is adhere to
- Ensure the effective contract management and compliance with service level agreement
- Ensure the updating of the supplier database
- Responsible for addressing of non-performance, disputes and irregularities in contracts.

5. Management Responsibilities

- Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development
- Financial Management includes budget monitoring and planning.
- Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department
- Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions.

KNOWLEDGE AND SKILLS

Knowledge of financial legislation and prescripts related to the PFMA, knowledge on financial regulations related to Supply Chain and Asset management, knowledge on the tender legislation, processes and protocols, management skills, knowledge of management accounting legislation and knowledge of the national framework for contract management.

NOTE

WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

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POST

ADMINISTRATION CLERK

SALARY

R237 453.00 – R279 708.00 per annum (salary level 5)

CENTER

Mothibistad (John Taole Gaetsewe District) x1

REF

S4.1/04/09

REQUIREMENTS

Grade 12
No previous experience required

DUTIES

1. Render general clerical support services

- Record, organise, store, capture and retrieve correspondence and data(line function)
- Update registers and statistics
- Handle routine enquiries
- Make photocopies and receive or send facsimiles
- Distribute documents/packages to various stakeholders as required
- Keep and maintain the filing system for the component
- Type letters and/or other correspondence when required
- Keep and maintain the incoming and outgoing document register of the component

2. Provide supply chain clerical support services within the component

- Liase with internal and external stakeholders in relation to procurement of goods and services
- Obtain quotations, complete procurement forms for the purchasing of standard office terms
- Stock control of office stationery
- Keep and maintain the asset register of the component(district offices)

3. Provide personnel administration clerical support services within the component

- Maintain a leave register for the component
- Keep and maintain personnel records in the component
- Keep and maintain the attendance register of the component
- Arrange travelling and accommodation

4. Provide financial administration support services in the component

- Capture and update expenditure in component
- Check correctness of subsistence and travel claims of officials and submit to manager for approval
- Handle telephone accounts and petty cash of the component

KNOWLEDGE AND SKILLS

Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.
Knowledge and understanding of the legislative framework governing the Public Service

NOTE

WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

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POST

ADMINISTRATION CLERK

SALARY

R237 453.00 – R279 708.00 per annum (salary level 5)

CENTER

Springbok (Namakwa District) x1

REF

S4.1/04/10

REQUIREMENTS

Grade 12
No previous experience required

DUTIES

1. Render general clerical support services

- Record, organise, store, capture and retrieve correspondence and data(line function)
- Update registers and statistics
- Handle routine enquiries
- Make photocopies and receive or send facsimiles
- Distribute documents/packages to various stakeholders as required
- Keep and maintain the filing system for the component
- Type letters and/or other correspondence when required
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- Stock control of office stationery
- Keep and maintain the asset register of the component(district offices)

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- Maintain a leave register for the component
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- Keep and maintain the attendance register of the component
- Arrange travelling and accommodation

4. Provide financial administration support services in the component

- Capture and update expenditure in component
- Check correctness of subsistence and travel claims of officials and submit to manager for approval
- Handle telephone accounts and petty cash of the component

KNOWLEDGE AND SKILLS

Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.
Knowledge and understanding of the legislative framework governing the Public Service

NOTE TO

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Enquiries

Ms. JJ Jafta

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POST

**ADMINISTRATION OFFICER- CSP DISTRICT MONITORING EVALUATION
FIELDWORKER**

SALARY

R338 106.00 – R398 277- 00 per annum (Salary level 7)

REGISTERING AUTHORITY

Uppington (ZFM district) x1

REF

S4.1/04/11

REQUIREMENTS

NQF LEVEL 6 Diploma in Public Administration
Diploma in Police Science as an added advantage
Computer skills
Valid driver's licence

DUTIES

1. Conduct monitoring exercises and evaluate the effectiveness of the police services at various police stations

- Conduct unannounced station visits to monitor the performance of the SAPS Station
- Identify the police stations that are non-compliant in terms of the National Monitoring Tool (NMT) and Domestic Violence Act Tool(DVA)
- Identify the gaps or challenge during these assessments
- Draft improvement plan for the station to address the shortcoming/s found during the NMT&DVA assessments
- Ensure that the Checklist is completed and that the visit is captured in the Occurrence Book
- Develop a District Report on the unannounced visit, the findings and improvement recommendations made.

2. Evaluate the performance of the police stations in accordance to Civilian Secretariat for Police Act of 2011

- Monitoring progress on cases reported, indicate if the cases are resolved within the specific time frame provided by legislation
- Evaluate the stations in terms of compliance to set standards
- Assist in resolving of service delivery complaints
- Identify the main areas of complaints and provide advice on improving performance in these areas

3. Implementing District Court Watch Brief Assessment at District Courts

- Visit the District/Local Court and obtain or peruse the charge sheet
- Identify dockets that were struck from the court roll due to inefficiency and ineffectiveness of SAPS in handling the investigation.
- Compile report with findings and recommendations.

4. Reporting on the outcome of service delivery standards at police stations after the proper monitoring and evaluation tools has been utilized.

- Reporting on the gaps and challenges identified as well as the improvement plan that has been put in place
- Reporting on information gathered after the improvement plan been in place

KNOWLEDGE AND SKILLS

Knowledge of national legislation
Knowledge on compliance monitoring and evaluation
Knowledge of Public Administration Regulations Act on Police Service
Report writing skills
Traveling will be required

NOTE

WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Enquiries

Ms. JJ Jafta

Cell

068 344 0742

NO HAND DELIVERY OR MAILED APPLICATIONS WILL BE ACCEPTED. ALL APPLICATIONS SHOULD BE SUBMITTED USING THE LINK BELOW.

<https://form.jotform.com/261233339528559>

<u>POST</u>	DISTRICT MANAGER: ZWELENTLANGA FATMAN MGCAWU (ZFM)
<u>SALARY</u>	R932 292.00 – R1 098 195.00 per annum (salary level 11)
<u>CENTER</u>	Uppington (ZFM District)
<u>REF</u>	S4.1/04/12
<u>REQUIREMENTS</u>	<p>NQF LEVEL 7 Degree in Public Management with Project Management as an added benefit Relevant experience: 3-5 Years middle management Computer skills Valid driver's licence Management and leadership qualities</p>
<u>DUTIES</u>	<p>1. Manage police service support and coordination to the Civilian Secretariat for Police within the Districts.</p> <ul style="list-style-type: none"> • Ensure the efficient administration of departmental funds and logistical support allocated to police oversight in the districts • Manage the coordination of development programmes and training programmes for officials involved in policing oversight operations. • Monitoring of police operations to ensure adherence to the relevant national and provincial prescripts and act <p>2. Manage Transport Operations in the district</p> <ul style="list-style-type: none"> • Provide support and input in terms of the development of public transport infrastructure, e.g. taxis, taxi ranks bus shelters • Monitor the quality and effectiveness of public transport services that are provided • Manage the process of license and permits in district <p>3. Manage Transport Regulations and Law Enforcement in the district</p> <ul style="list-style-type: none"> • Ensure the implementation of road safety campaigns and educational programmes that target the high-risk areas and behaviours. • Ensure that Traffic Law Enforcement which includes speed enforcement, drunken driving operations, vehicle and driver fitness compliance takes place in the district • Manage the provision of over loading control services and weighbridge compliance matters. <p>4. Management responsibilities</p> <ul style="list-style-type: none"> • Responsibilities for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. • Financial Management which includes budget monitoring and planning
<u>KNOWLEDGE AND SKILLS</u>	Establish and manage a positive relationship with colleagues and customers, manage resources to achieve planned outcomes, implement and monitor quality and continuous improvement processes, participate in planning and

reviewing quality and improvement processes, influence the development and direction of the District office to be in line with mandate of the department

NOTE
TO

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APPLY

Enquiries

Mrs. JJ Jafta

Cell

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POST

DIRECTOR: FINANCIAL ACCOUNTING AND REVENUE MANAGEMENT

SALARY

R1 266 714.00 – R1 492 122.00 per annum (salary level 13)

CENTER

Kimberley (Frances Baard District)

REF

S4.1/04/13

REQUIREMENTS

Relevant tertiary qualification at NQF level 7 in Financial Management/Accounting
Relevant experience: 5 to 7 Years in the financial field at middle management level
Computer skills
Certificate of SMS (Nyukela)

DUTIES

1. Provide strategic management direction and advice.

- Development and monitor the implementation of financial accounting and revenue policies, procedures and internal control measures.
- Provide strategic guidance in line with the Departmental Annual Performance Plan
- Ensure alignment of departmental policies with Treasury Frameworks
- Ensure timely recording of financial transactions in compliance with the PFMA, Treasury Regulations, and GRAP/GAAP standards.
- Oversee the month end and year end closure processes
- Identify financial risk and implementation mitigation strategies
- Facilitate external and internal audit processes and ensure the implementation of audit recommendations.

2. Manage the Financial Management aspects of the department

- Prepare and compile annual and interim financial statements
- Manage and monitor the general ledger, suspense accounts and financial adjustments
- Manage the correct utilization and capturing of the financial systems, BAS, PERSAL, LOGIS etc
- Institute risk management processes
- Manage the provision of financial accounting and administration services in terms of ledgers, journals, interim and annual financial statements

3. Manage Revenue management services within the department

- Ensure accurate billing, recording and collection of all departmental revenue
- Monitor and manage debtors to ensure effective debt recovery and minimize losses
- Ensure compliance with National Treasury guidelines, PFMA provisions and the Division of the Revenue Act in terms of management and collection of revenue.

4. Management responsibilities

- Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development
- Financial Management includes budget monitoring and planning.
- Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department
- Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions

KNOWLEDGE AND SKILLS

Knowledge of financial legislation and prescripts related to the PFMA
Knowledge on financial regulations related to revenue management,
knowledge on legislation related to the AFS AND IFS, management skills and
knowledge and experience in financial management processes

NOTE **TO**

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APPLY**

Enquiries

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