

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. Women and Person with disabilities are encouraged to apply.

- APPLICATIONS** : quoting the relevant references should be forwarded as follows The Head of Department (For Head Office posts)
Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699
Capricorn District: 32 Schoeman Street, Polokwane, The Director, Private Bag X 9324, Polokwane 0700, Tel No 073 170 6748
Sekhukhune District: Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No 015 633 5150.
Waterberg District: NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2300/2311/2310.
Mopani District: Giyani Govt, Complex. The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000.
Vhembe District: Thohoyandou Govt. Complex the Director, Private Bag X 2145, Sibasa, 0970, Tel No 015 960 3000
Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.
- ENQUIRIES** : Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M: 015 295 1163
- CLOSING DATE** : 01 November 2024 at 16h00
- NOTE** : Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part 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? If yes (provide detail)” then it is acceptable 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?”. 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 “refer 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 application of employment Z83, 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. Applicants are required to submit Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. 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. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been 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) No.3 of 2000.

MANAGEMENT ECHELON

<u>POST 38/57</u>	:	<u>CHIEF DIRECTOR: GITO, TRANSPORT INFRASTRUCTURE & DISTRICT COORDINATION</u> <u>REF NO: LDTCS 001/2024</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package). 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.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in IT/ Transport Management as recognized by South African Qualifications Authority (SAQA). Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted before the appointment. 5 years' experience at a senior managerial level. Valid driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Program 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.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

OTHER POSTS

<u>POST 38/58</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION: MEC'S OFFICE</u> <u>REF NO: LDTCS 002 /2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package). 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.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	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 the exception of persons 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

<u>POST 38/59</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: LDTCS 003/2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package). 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.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	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 persons 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 38/60</u>	:	<u>ACCOUNTING CLERK: CASHIER REF NO: LDTCS 004/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	R216 417 per annum. (Level 05)
<u>CENTRE</u>	:	Waterberg X5 (District Office, Modimolle Traffic Station, Northam, Mantsole TCC, Mokopane) Mopani (Maruleng Traffic Station) District
<u>REQUIREMENTS</u>	:	NB: Out of the above-mentioned posts, two posts are targeting persons with disability Grade 12/ NQF Level 4 or equivalent qualification as recognized by SAQA. Basic computer skills (Microsoft Office Package). Valid driver's license (with the exception of persons 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.
<u>DUTIES</u>	:	Perform cashier duties i.e. issuing 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.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163