



community safety,
security & liaison

Department:
Community Safety, Security and
Liaison
MPUMALANGA PROVINCE

Post: Assistant Director: Office of the HOD

Salary: R382 245 per annum

Salary level: 09

Station: Head Office

Ref: DCSSL/AD/HOD/HO/2022

Requirements: A Degree/ Diploma or equivalent qualification in Public Management/ Administration plus 3-5 years relevant experience. Understanding of processes, procedures and administrative functions. Sound understanding of the Public policies, Public Service Act, PFMA and Treasury Regulations. Excellent leadership and interpersonal skills. Good written and verbal communication skills. Computer literacy. A valid driver's licence will be an added advantage.

Key Performance Areas: Assist in managing and coordinating the administrative functions in the Office of the HOD. Coordinate meetings with stakeholders/institutions and the response required from the Departmental Programme Managers. Generate correspondence / documents. Promote sound financial management within areas of responsibility in as far as budgeting and expenditure for the Office of the HOD. Design, develop and maintain an orderly and efficient system reception, administration, office information system and archives in the Office of the HOD. Supervision of staff. Perform duties as delegated by the Manager or HOD.

Post: Administration Clerk – Licensing (16 Posts)

Salary: R176 310 per annum

Salary level: 05

Station: Mbombela (DLTC)

Ref: DCSSL/AC/MBO/2022

Requirements: Tertiary qualification in Public Management/Administration or equivalent qualifications. Computer literacy. A certificate of NATIS will be an added advantage.

Key Performance Areas: Render the Registration of all types of driving licenses. Register all vehicles in the area of jurisdiction. Perform all functions and activities of the registration authority regarding all NATIS related transactions. Preparedness to work under pressure.

Enquiries: Ms Mazibuko Lettah (013) 766 4136 or Ms Mahlangu Sarah (013) 766 4028

It is our intention to promote representivity (race, gender and disability).

Applications must be submitted on the **new form Z83**, obtainable from any Public Service Department and must be accompanied by a detailed CV, together with certified copies of qualifications and ID document (not older than six months). **Applicants are requested to complete the Z83 form in full, even if a CV is attached.**

Applications, quoting the reference number, should be forwarded to: **The Head: Human Resource Management and Development, Department of Community Safety, Security and Liaison, Private Bag X11269, Nelspruit, 1200** or hand-delivered at: **The Registry office, Nokuthula Simelane Building, 4, 2nd Floor, No 7 Government Boulevard, Riverside Park. No faxes or e-mailed applications will be considered.**

Closing date: 13 May 2022 at 16H15.

Note that communication will be linked to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application has been unsuccessful.

