

DEPUTY DIRECTOR: MPUMALANGA TRAFFIC TRAINING COLLEGE

SALARY: R726 276 (All-inclusive package per annum) (**SALARY LEVEL:** 12)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/DD/MTTC/BR/2016)

Requirements: A Degree/Diploma in Public Administration/ Management or equivalent qualification • 3-5 years' managerial experience • Education, Training and Development Programme Certificate and Traffic Officers' Diploma will be an added advantage.

Key Performance Areas: To develop and manage traffic training college programmes • To manage training on firearms, physical training and drill • To manage traffic officers basic training • To manage vehicle and drivers license examiners course • To manage refresher courses, systems, training and advisory services • To manage the staff and finances of the College • To manage the procurement and maintenance of assets and equipment of the College • Supervision of staff.

CONTROL PROVINCIAL INSPECTOR: TRAFFIC OFFICERS' BASIC TRAINING

SALARY: R612 822 (All-inclusive package per annum) (**SALARY LEVEL:** 11)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/CPI/TOTB/BR/2016)

Requirements: A Degree/Diploma in Public Administration/Traffic Safety or equivalent qualification • 3-5 years managerial experience • 7-10 years' working experience in the field of Traffic Law Enforcement • In possession of a Traffic Officers' Diploma. Education, Training and Development Programme Certificate will be an added advantage.

Key Performance Areas: To supervise the provision of Traffic Officer Basic Training • To supervise Arms and Ammunition management • Supervise the procurement and repair of firearms and related stock • Supervise the safe keeping of firearms and ammunition • Conduct inspections for firearms and equipment • Supervise the provision of theoretical and practical training for Municipal and Learner's for Traffic officer basic diploma • To supervise the provision of physical training and drill • Supervision of staff.

DEPUTY DIRECTOR: SOFT SKILLS AND EXAMINER FOR DRIVING LICENCE AND VEHICLES

SALARY: R612 822 (All-inclusive package per annum) (**SALARY LEVEL:** 11)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/DD/SS&EDLV/BR/2016)

Requirements: A Degree/Diploma in Public Administration/ Management or equivalent qualification • 3-5 years' managerial experience • Grade A certificate in examiner of vehicle and driving license • Education, Training and Development Programme Certificate and Traffic Officers' Diploma will be an added advantage.

Key Performance Areas: Develop and monitor the implementation of ICT policies, processes and procedures • Provide and facilitate infrastructure and operational support services • Provide and maintain ICT administrative systems and ensure data integrity • Conduct ICT research and advice the department on ICT needs and requirements.

IT SPECIALIST

SALARY: R612 822 (All-inclusive package per annum) (**SALARY LEVEL:** 11)
STATION: HEAD OFFICE (REF NO: DCSSL/ITS/ HO/2016)

Requirements: An appropriate qualification in Information and Communication Technology or equivalent (NQF level 7), coupled with 5-6 years' relevant experience working in an ICT and/or IS support environment (of which 3 years must have been at managerial level) • Extensive experience in IT Governance and Systems Security • Experience in implementing an ICT strategy, policy development, people management and general ICT procurement • A valid driver's licence • Knowledge of IT security, ICT standards and integration methodologies • An understanding of CGICTPF, SITA Act, GICT, GWEA/TOGAF 9, COBIT, PFMA, PSA and PSR.

Key Performance Areas: Provide and facilitate infrastructure and operational support services • Provide and maintain ICT administrative systems and ensure data integrity • Conduct ICT research and advice the department on ICT needs and requirements.

CHIEF PROVINCIAL INSPECTORS-FIREARM, PHYSICAL TRAINING & DRILL

SALARY: R389 145 per annum (**SALARY LEVEL:** 10)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/CPI/FPT&D/BR/2016)

Requirements: A Degree/Diploma in Public Administration/Traffic Safety or equivalent qualification • 3-5 years managerial experience • 7-10 years' working experience in the field of Traffic Law Enforcement • In possession of a Traffic Officers' Diploma, in possession of Education, Training and Development Programme Certificate • Registered as an assessor from SASSETA or LGseta

Key Performance Areas: To facilitate the implementation of Arms and Ammunition management • To facilitate the implementation of procurement and repair of firearms and related stock • To facilitate the implementation for safe keeping of firearms and ammunition • To facilitate inspections for firearms and equipment's • To facilitate the implementation of physical training and drill • Supervision of staff.

ASSISTANT DIRECTOR: EXAMINER FOR VEHICLE & DRIVERS LICENCE

SALARY: R311 784 per annum (**SALARY LEVEL:** 09)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/AD/EV&DL/BR/2016)

Requirements: A Degree/ Diploma or equivalent qualification • 3-5 years' supervisory experience • Grade A or B certificate in examiner of vehicle and driving license • In possession of an Education, Training and Development Programme Certificate • Registered as an assessor from SASSETA or LGseta

Key Performance Areas: To facilitate the implementation of theoretical and practical training for vehicle examiners • To facilitate the implementation of theoretical and practical training for examiners for driver's license • To facilitate the implementation on assessment of learner examiners of vehicle • To facilitate the implementation on assessment of learner examiners of driver's license • To facilitate the implementation on theoretical and practical training for inspectors of license and to facilitate the implementation on assessment of learner inspectors of license.

ASSISTANT DIRECTOR: LEGAL AND SOFT SKILLS TRAINING

SALARY: R311 784 per annum (**SALARY LEVEL:** 09)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/AD/L&SST/BR/2016)

Requirements: A Degree/ Diploma or equivalent qualification • 3-5 years' supervisory experience • Knowledge of e-Natis and NRTA Acts • In possession of an Education, Training and Development Certificate. Registered as an assessor from SASSETA or LGseta

Key Performance Areas: To facilitate the implementation of refresher courses to municipal and provincial Inspectors • To facilitate the implementation of quality assurance in terms of the SETA and SAQA requirements • To facilitate the implementation of systems training and advisory services. Supervision of staff.

ASSISTANT DIRECTOR: ADMIN SUPPORT

SALARY: R311 784 per annum (**SALARY LEVEL:** 09)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/AD/AS/BR/2016)

Requirements: A Degree/Diploma in Public Administration/Management or equivalent qualification • 3-5 years' experience in administration • Computer literate.

Key Performance Areas: To render human resource management and development services • Manage financial matters of the college • Render auxiliary services • Supervision of staff.

PRINCIPAL PROVINCIAL INSPECTOR (15 Posts)

SALARY: R262 272 per annum (**SALARY LEVEL:** 08)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/PP/BR/2016)

Requirements: Grade 12 certificate or higher qualification • In possession of a Basic Traffic Officers' Diploma, Education, Training and Development Programme Certificate • 6-10 years' working experience in the field of Traffic Law Enforcement • Registered as an assessor from SASSETA or LGseta.

Key Performance Areas: To facilitate theoretical and physical training on arms and ammunition • To facilitate training on theoretical and practical training for Municipal, Traffic Warden, Learnership for Basic Traffic Officers and Provincial Inspectors • To facilitate training on safe keeping of firearms and ammunition • To facilitate training on inspections for firearms and equipment • Assess learners for Basic traffic officer's diploma and Traffic Wardens for registration.

LECTURER (02 Posts)

SALARY: R262 272 per annum (**SALARY LEVEL:** 08)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/L /BR/2016)

Requirements: A Degree/Diploma or equivalent qualifications • 3-5 years' working experience as a facilitator • Knowledge of e-Natis and NRTA Acts • In possession of the Education, Training and Development Programme Certificate • Registered as an assessor from SASSETA or LGseta.

Key Performance Areas: To facilitate theoretical and practical training on refresher courses to municipal and provincial inspectors • To facilitate training on legal matters, soft skills, examiner for driving licenses and examiner for vehicles • To facilitate training on quality assurance in terms of SETA and SAQA requirements • To facilitate training on advisory services on amendment of legislation.

STATE ACCOUNTANT: FINANCIAL MANAGEMENT

SALARY: R211 194 per annum (**SALARY LEVEL:** 07)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/SA/FM/BR/2016)

Requirements: A Degree/Diploma or equivalent qualifications in Finance • 2-3 years' experience in processing payments on BAS and LOGIS • Good communication skills, both verbal and written • Knowledge of the PFMA and Treasury Regulations • Must be computer literate • Preparedness to work under pressure.

Key Performance Areas: Verify budget availability and allocation • Audit invoice and other supporting documents before processing in the financial systems • Capture payments on LOGIS and BAS • Attach payment stubs to paid vouchers • Handle payment queries • Answer audit queries.

HUMAN RESOURCE OFFICER

SALARY: R142 461 per annum (**SALARY LEVEL:** 05)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/HRO/BR/2016)

Requirements: A Degree/Diploma in HR or equivalent qualifications • 2-3 years' relevant experience • Practical knowledge of the PERSAL System will be an added advantage • Knowledge of the application of Government policies • Good interpersonal and communication skills.

Key Performance Areas: Process leave matters, Process service benefits, Administer and handle staff records.

ADMINISTRATION CLERKS (04 Posts)

SALARY: R142 461 per annum (**SALARY LEVEL:** 05)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/AC/BR/2016)

Requirements: Grade 12 or relevant qualifications • 2-3 years' experience • Knowledge of computer will be an advantage • Preparedness to work under pressure • Conversant with administration functions • Verbal and written communication skills.

Performance Areas: Manage and effective, user friendly filing system in the college • Accurately and timeously type documents • Track and record movement of assets • Procurement of goods and services for the college • Provide general administrative support.

SECRETARY

SALARY: R142 461 per annum (**SALARY LEVEL:** 05)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/S/BR/2016)

Requirements: Grade 12 plus Secretarial Diploma or equivalent qualification, coupled with extensive relevant experience • Knowledge of legislative prescripts governing the public service • Must have excellent administrative and organizational skills • Computer literacy in MS Word, MS PowerPoint, MS Excel and familiar with using the internet • Ability to work under pressure and overtime when needed • Mature mindset and pleasant character • Must have excellent verbal and communication skills • Must have good interpersonal skills, be innovative, have good problem solving skills and an analytical thinker • Must have the ability to work independently and under pressure.

Key Performance Areas: Serve as an entry point to the Office of the Head of the College and promote the image of the office by upholding the principles of Batho Pele • Manage the diary and all engagements of the head of the College • Render secretarial services to the Head of the College including typing, distribution of documents, logistics and booking accommodation, evaluate incoming correspondence/documents and prioritize them • Ensure the safe keeping of all documents in line with the legislation • Compile reports, record and manage minutes • Assist other managers to alleviate their workload when required • Acknowledge letters • File all documents received and submitted by the Head of the College • Receive guests in the office of the Head of the College.

TELCOM OPERATOR

SALARY: R119 154 per annum (**SALARY LEVEL:** 04)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/TO/BR/2016)

Requirements: Grade 12 or equivalent qualification with good verbal and written communication skills • Computer literacy will be an added advantage • Good interpersonal skills and must be multi-lingual.

Performance Areas: Handle and manage incoming calls and direct them accordingly • Manage the reception area • Professional responds to queries pertaining to the College and its functions • Receive visitors and guide them properly.

MESSENGER/DRIVER

SALARY: R119 154 per annum (**SALARY LEVEL:** 04)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/MD/BR/2016)

Requirements: Grade 10 or ABET level 5 • A valid drivers' licence.

Key Performance Areas: Collect and deliver post and parcels within the college in the interest of the department • Assist in franking of mail • Collect and deliver stationary • Photocopy official document • Distribute circulars and notices • Drive and maintain vehicle in clean and good condition.

CLEANERS (10 Posts)

SALARY: R84 096 per annum (**SALARY LEVEL:** 02)
STATION: BOHLABELA REGION (MKHUHLU) (REF NO: DCSSL/C/BR/2016)

Requirements: At least Grade 6 or ABET qualification • Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy • Medical fitness and capacity to perform routine strenuous tasks • Routine planning and organizational skills • Ability to adapt to work conditions.

Key Performance Areas: Clean and create an orderly environment • Polish floor using machine • Handle cleaning equipment • Check, provide and empty waste bags • Provide tea and water during meetings • Perform other duties as may be required.

Enquiries: Mr Fanie Nkuna, at tel: (013) 7664038 or Thembu Thobela, at tel: (013) 7664023

NB: The top two candidates for the above four (4) Managers' posts will be subjected to a competency assessment.

All applications must be submitted on form ZB3, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of qualifications and ID. Applicants are requested to complete the ZB3 form in full, even if a CV is attached.

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

No faxes or e-mail applications will be considered.

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

CLOSING DATE: 14 OCTOBER 2016 AT 16H15

Note that applications 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.