

stateholders. Advise on adherence to security measures and procedures and corrective measures in case of non-compliance.

Deputy Director: Admin Support & Coordination (MEC's Office)

- Salary: R 766 584 per annum (all-inclusive remuneration package)
- Salary level: 11 • Station: Head Office
- Ref No: DCSSL/DD/AS&C/MEC/2023

Requirements: A Degree/ National Diploma in Public Administration/ Management /Marketing or equivalent qualification. A minimum of 3-5 years' experience at Junior Management Level. The prospective appointee must also be able to work under pressure; willing to work irregular hours (including weekends and public holidays); and willing to travel extensively. Good understanding of the Departmental mandate.

Key Performance Areas: Render Administrative support and reception services. Manage all registry, messenger, driver and logistical support services in the office of the EA. Supervision of staff.

Deputy Director: Natis

- Salary: R 766 584 per annum (all-inclusive remuneration package)
- Salary level: 11 • Station: Head Office
- Ref No: DCSSL/DD/N/HO/2023

Requirements: A Degree/ National Diploma in Public Administration/ Management or equivalent qualification. A minimum of 3-5 years' experience at Junior Management Level. Knowledge of the National Road Traffic Act of 1996 (Act 93 of 1996) /AARTO, NaTis Act and Criminal Procedure Act. Education, Training and Development Certificate and valid driving license.

Key Performance Areas: To manage the processing of critical transaction in Mpumalanga Province. To manage the provision and functionality of NaTis in Mpumalanga Province. To manage the provision of hardware equipment and infrastructure. To manage financial and Human Resources.

Deputy Director: Information Communication Technology (ICT)

- Salary: R 766 584 per annum (all-inclusive remuneration package)
- Salary level: 11 • Station: Head Office
- Ref No: DCSSL/DD/ICT/HO/2023

Requirements: A Degree/ National Diploma in Information and Communication Technology or equivalent qualification (NQF Level 7), coupled with 5 years' relevant experience working in ICT and/or Security Support environment of which 3-5 years must have been at Junior Management Level. Extensive experience in IT Governance and System Security. Experience in implementation an ICT strategy policy development, people management and General ICT Procurement. A valid driving license. Knowledge of IT Security, ICT standards and integration methodologies, an understanding of CIGITPT, SITA Act, GWEA/TOGAF9.

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.

Deputy Director: Employee Relations & People Management

- Salary: R 766 584 per annum (all-inclusive remuneration package)
- Salary level: 11 • Station: Head Office
- Ref No: DCSSL/DD/ER&PM/HO/2023

Requirements: A Degree/National Diploma in Labour Relations or equivalent qualification plus 3-5 years' experience at Junior Management Level and in Labour Relations. Knowledge of dispute resolution. Have a mediation and negotiation skills, be computer literate with a proficiency in MS Office Software Application. Knowledge of practices that govern the defined duties. Knowledge of the Public Finance Management Act, Public Service Regulations, Departmental policies and procedures and Labour legislation relevant to the post (Compensation for Occupational Injuries & Diseases Act, Occupational Health & Safety Act, Employment Equity Act, Labour Relation Act and Basic Conditions of Employment Act).

Key Performance Areas: Conduct and monitor labour relations investigations and attend all misconduct and grievance cases. Assist with the development of Labour Relations policies and frameworks and ensure compliance thereof. Represent the Department in bilateral discussion with organized Labour Unions. Render advice on labour relations to management and employees within the Department in conciliation and arbitration hearings. Monitor Strikes.

Deputy Director: Community Police Relations

- Salary: R 766 584 per annum (all-inclusive remuneration package)
- Salary Level: 11 • Station: Gert Sibande Region
- Ref No : DCSSL/DD/CPR/GSR/2023

Requirements: A Degree/ National Diploma in Administration/Management or equivalent qualifications plus 3-5 years relevant experience at Junior Management Level. Social Crime Prevention Certificate will be an added advantage. Knowledge of SAPS Act, National Crime Prevention Strategy and other relevant prescripts.

Key Performance Areas: Manage the co-ordination of CPFs in the Province. Ensure proper functioning of CPF structures in line with the SAPS Act and the relevant legislation. Manage the co-ordination of community-based crime prevention initiatives. Advise the MEC on CPF-related matters. Interact with other organs of the State on crime prevention matters. Develop and manage the strategic and operational plan for the Directorate. Manage the budget of the component. Improve the relations between formal policing structures and communities through community policing forums. Monitor the effectiveness of Community Policing Forums. Manage the implementation of the Tourism Safety Monitors (TSM). Coordination and management of the Community Policing Forums (CPF).

NB: The above candidates will be subjected to a competency assessment test.

Assistant Director: Budget

- Salary : R 393 711 per annum • Salary level: 09
- Station: Head Office • Ref No: DCSSL/AD/B/HO/2023

Requirements: A Degree/ National Diploma in Public Finance/Management or equivalent qualifications. A minimum of 3-5 years' supervisory experience. The prospective appointee must also be able to work under pressure; willing to work irregular hours (including weekends and public holidays); and also willing to travel extensively. Good understanding of the Departmental mandate.

Key Performance Areas: Planning, compiling, consolidating, managing and controlling the budget. Capturing of Budget on BAS System. Preparation of the In-Year Report. Ensure corrective measures on budget variances. Resolving audit queries. Preparation of Monthly/Quarterly Reports to Management and Presentations. Supervision of staff.

Chief Provincial Inspector: Traffic Law Enforcement (03 posts)

- Salary: R 491 403 per annum • Salary Level: 10 • Station: Bethal
- Ref No: DCSSL/CPI/ TLE/B/2023 • Sable: Ref No. DCSSL/CPI/ TLE/S/2023 • Carolina: Ref No. DCSSL/CPI/TLE/C/2023

Requirements: A Degree/ National Diploma or equivalent qualification, 3-5 years' supervisory experience. 7-10 years' working experience in the Traffic Law Enforcement field. All valid relevant driving license (A and EC). No criminal record.

Key Performance Areas: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (Co-operative governance). Manage resources and provide leadership and direction to all subordinate. Identify and manage risk. Manage the performance of all administrative activities and related duties.

Assistant Director: Transversal Services

- Salary: R 491 403 per annum • Salary level: 10
- Station: Head Office • Ref No: DCSSL/AD/TS/HO/2023

Requirements: A Degree/ National Diploma in Communication/Journalism/ Marketing or Public Relation or equivalent qualifications. A minimum of 3-5 years' supervisory experience. The prospective appointee must also be able to work under pressure; willing to work irregular hours (including weekends and public holidays); and willing to travel extensively. Good understanding of the Departmental mandate in terms of applicable Acts, prescripts and regulations, as well as the media landscape, will be added advantages.

Key Performance Areas: To implement, monitor and advice on the mainstreaming of Disability Management, Children's rights, older person's

communication and problem solving skills. Sound interpersonal relation skills. **Key Performance Areas:** Process and control all salary account matters. Ensure the clearance of Peral exceptions on BAS. Ensure that all officials draw salaries from the correct allocations. Liaise with Revenue and Bookkeeping section in identified and recovered debts. Implement control measures to prevent possible fraud areas. Manage Peral and BAS interface and performance of staff. Manage the reconciliation of SARS tax account monthly and annually.

Personal Assistant: Office of the HOD

- Salary: R 269 214 per annum • Salary level: 07
- Station: Head Office • Ref No.: DCSSL/PA/HOD/HO/2023

Requirements: A Degree / National Diploma in Administration/Management or equivalent qualifications, 2-3 years relevant experience. Understanding of processes, procedures and administrative functions. Excellent written communication skills. Computer literacy is compulsory. A valid driving license.

Key Performance Areas: To provide secretarial support service to the Office of the HOD. To render an effective procurement service in the Office of the HOD. To efficiently manage the HOD's diary. To provide secretarial services to meetings of the HOD. To render administrative support service. To support the Manager with administration of budget in the Office of the HOD.

Note: Candidates for the above post will be expected to write a practical test.

Administration Officers - DLTC (05 posts)

- Salary : R 269 214 per annum • Salary level: 07 • Station: Standerton: • Ref No. (DCSSL/AO/DLTC/N/S/2023) • MpuLuzi: Ref No. (DCSSL/AO/DLTC/M/2023) • Belfast: Ref No. (DCSSL/AO/DLTC/B/2023) • Delmas: Ref No. (DCSSL/AO/DLTC/D/2023) • Hazyview: Ref No. (DCSSL/AO/DLTC/H/2023)

Requirements: A Degree / National Diploma in Administration/Management or equivalent qualifications, 2-3 years relevant experience. Knowledge of NATIS and NRTA/NLTA will be an added advantage.

Key Performance Areas: Perform administration function in relation to Registration and Licensing of driving licenses and motor vehicles. Preparedness to work under pressure. Manage records and asset. Compile daily cash-up and weekly and monthly reports. Handle correspondences. Supervision of staff.

State Accountant: Finance

- Salary: R 269 214 per annum • Salary level: 07
- Station: Gert Sibande Region • Ref No: DCSSL/SA/F/GSR/2023

Requirements: A Degree/ National Diploma or equivalent qualifications in Finance/Commerce. 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 allocations and availability of funds/budget. Capturing of budget on BAS. Compile and capture requisitions on LOGIS, check the accuracy of information on requisitions prior approval. Manage vendor performance. Approve requisitions and authorize orders on LOGIS. Capture payments in LOGIS and BAS. Attach payment stubs to payment vouchers. Handle payment queries and answer audit queries. Administer commitment register for the District. Process payments of goods and services. Sound record keeping.

State Accountant: Revenue (02 posts)

- Salary: R 269 214 per annum • Salary level: 07
- Station: Head Office • Ref No: DCSSL/SA/R/HO/2023

Requirements: A Degree/ National Diploma in Commerce or equivalent qualification. 2-3 years' experience in financial management. Knowledge of the PFMA, Treasury Regulation, Dora and NRTA. Knowledge of BAS, RIMS, Xcon & Natis will be an added advantage. Computer literacy (Advanced Microsoft Excel, Word and PowerPoint). Verbal and written skills. Ability to work under pressure and meet deadlines.

Key Performance Areas: Identify, collect, banking, reconcile and safeguard of information about revenue. Capture receipts and Journals. Prepare payment of Provincial Treasury, RTMC, RTA, SABS, DOT and filling.

Secretary (Office of the CFO)

- Salary: R 181 599 per annum • Salary level: 05
- Station: Head Office • Ref No: DCSSL/SA/CF/HO/2023

Requirements: A Degree/ National Diploma/Secretarial Diploma or equivalent qualification, coupled with extensive relevant experience. Knowledge of legislative prescripts governing the Public Service. Excellent administrative and organizational skills. Computer literacy in MS Word, PowerPoint, Excel and familiar with using the Internet. Ability to work under pressure and overtime when needed. Mature mind set and pleasant character. Excellent verbal and communications skills. Good interpersonal skills. Innovative. Good problem-solving skills and analytical thinker. Ability to work under independently and under pressure.

Key Performance Areas: Serve as an entry point to the office of the CFO and promote the image of the office by upholding the principles of Batho Pele. Manage the diary and all engagements of the CFO. Render secretarial services to the CFO, including typing, distributing documents, logistics and booking accommodation, evaluating incoming correspondence/documents and prioritising 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 CFO. Receive guests in the office of the CFO.

Note: Candidates for the above post will be expected to write a practical test.

Registry Clerk (MEC's Office)

- Salary: R 181 599 per annum • Salary level: 05
- Station: Head Office • Ref No: DCSSL/RC/MEC/HO/2023

Requirements: A Degree/ National Diploma in Public Administration/ Management or equivalent qualification. Experience in records management. Computer literacy. Good verbal and communication skills. Ability to handle confidential documents. Willingness to work under pressure. Good interpersonal relations. Honesty and Integrity.

Key Performance Areas: Maintain the filing system and records control. Ensure that courier are submitted and registered in the mail register. Handle private and confidential postal articles. Receive, sort and register mail in the remittance register. Receive incoming and deliver outgoing mail from and to all Departments. File correspondence. Make copies for filing and distribution. Assist in other sections within the office of the MEC for effective delivery.

Personnel Practitioner - HRM

- Salary: R 181 599 per annum • Salary level: 05
- Station: Gert Sibande Region • Ref No: DCSSL/PP/HRM/GSR/2023

Requirements: A Degree/ National Diploma in HRM/ Administration or equivalent qualification. Practical knowledge of the Peral System. Good interpersonal and communication skills. Computer literacy. A valid driving license.

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

Administration Clerk - Supply Chain Management (02 posts)

- Salary: R 181 599 per annum • Salary level: 05
- Station: Head Office • Ref No: DCSSL/AC/SCM/HO/2022

Requirements: A Degree/ National Diploma in Supply Chain Management/ Financial Management or equivalent qualifications. Experience in Invoice Tracking System, LOGIS system and Central Supplier Database will be an added advantage.

Key Performance Areas: Ensure compliance with Supply Chain Management policies, prescripts and practice notes. Compile, Capture and Approve requisition on LOGIS. Ensure the accuracy and completeness procurement documents before processing payment. Generate purchase orders. Capture purchase order on Invoice Tracking System. Capture invoices. Maintain a register of invoice received. Ensure proper filling of purchase order. Capture quotation on LOGIS system. Synchronize LOGIS suppliers with CSD suppliers. Capture contract on LOGIS system. Print CDS reports. Serve in various Supply Chain procurement committees. Ensure proper compilation of specifications for procurement of goods and services.

Administration Clerk: Salaries Administration

- Salary : R 181 599 per annum • Salary Level: 05
- Station: Head Office • Ref No: DCSSL/AC/SA/HO/2023

Requirements: A Degree/ National Diploma in Financial Management or equivalent qualifications. Personal introductory certificate is essential. Computer literacy and knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Financial Manual. Good

communication and problem solving skills. Sound interpersonal relation skills. **Key Performance Areas:** Process and control all salary account matters. Ensure the clearance of Peral exceptions on BAS. Ensure that all officials draw salaries from the correct allocations. Liaise with Revenue and Bookkeeping section in identified and recovered debts. Implement control measures to prevent possible fraud areas. Manage Peral and BAS interface and performance of staff. Manage the reconciliation of SARS tax account monthly and annually.

Administration Clerk - Registration and Licensing (02 posts)

- Salary: R 181 599 per annum • Salary level: 05
- Station: Secunda: Ref No. (DCSSL/AC/R&L/2023) • Delmas: Ref No. DCSSL/AC/R&L/2023

Requirements: A Degree/ National Diploma in Administration or equivalent qualification. Computer literacy. Knowledge of NATIS and NRTA 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.

Administration Clerk - Traffic Law Enforcement (03 posts)

- Salary: R 181 599 per annum • Salary level : 05
- Station: Middelburg Cost Centre: • Ref No. (DCSSL/AC/TLE/M/2023) Nelspruit Cost Centre: Ref No. (DCSSL/AC/TLE/N/2023) Tonga Cost Centre: Ref No. (DCSSL/AC/TLE/T/2023)

Requirements: A Degree/ National Diploma in Public Administration/ Management or equivalent qualification. Knowledge of the NRTA/AARTO Act and Criminal Procedure Act. Education, Training and Development Certificate and Traffic Officers' Diploma will be an added advantage.

Key Performance Areas: To capture Law Enforcement notices and court results. To maintain flow of Representation and Registers. Update Natis System through the capturing of Notice to discontinue (NTD's). Render office revenue duties.

Cleaner - DLTC (06 posts)

- Salary: R 107 196 per annum • Salary level: 02 • Station: Mkhondo:
- Ref No. (DCSSL/DLTC/MK/2023) • Carolina: Ref No. (DCSSL/C/DLTC/CAR/2023) • Belfast: Ref No. (DCSSL/C/DLTC/BEL/2023) • Lydenburg: Ref No. (DCSSL/C/DLTC/LYD/2023) • MpuLuzi: Ref No. (DCSSL/C/DLTC/MPU/2023) • Nelspruit: Ref No. (DCSSL/C/DLTC/NEL/2023)

Requirements: Grade 12 Certificate. 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 strenuous tasks.

Key Performance Areas: Clean and create an orderly environment. Operate cleaning machine. Polish floor using polishing machine. Handle cleaning equipment. Check, provide and empty waste bags. Provide refreshments when needed. Perform other duties as may be required.

The Department of Community Safety, Security and Liaison is looking for Tourism Safety Monitors in the Regional Offices for 12-month period, starting from 1 April 2023 and ending 31 March 2024.

Stipend: R2432.22 per month (working 16 days per month)

Requirements: A Grade 12, The ability to communicate in English and other official languages; The ability to undergo Police clearance (normal criminal record enquiry) Residence in the local policing area, between 18 and 35 years of age.

Key Performance Areas: Provide information to tourists; Patrol certain areas as per the deployment instructions from the SAPS; Distribute safety tips and participates in road blocks, where necessary; expeditiously report suspicious and criminal activities to the police; Enhance tourist safety through visibility.

Ehlanzeni Region	
Mbombela: dcssl/tsm/mbo/2023	Barberton: dcssl/tsm/barb/2023
Whitriver: dcssl/tsm/wr/2023	Graskop: dcssl/tsm/gras/2023
Mashingi: dcssl/tsm/mash/2023	Pilgrimrest: dcssl/tsm/plg/2023
Jeepes Reef: dcssl/tsm/jr/2023	Mananga:dcssl/tsm/man/2023
Mbuzini: dcssl/tsm/mbu/2023	Lebombo: dcssl/tsm/leb/2023
Komatipoort: dcssl/tsm/kom/2023	Dientjie: dcssl/tsm/die/2023
Hazyview: dcssl/tsm/haz/2023	Kamaqhekeza: dcssl/tsm/kam/2023
Malalane: dcssl/tsm/mal/2023	Bushbuckridge: dcssl/tsm/bush/2023
Calcutta: dcssl/tsm/cal/2023	
Sable: dcssl/tsm/s/2023	
Gert Sibande Region	
Ermelo: dcssl/tsm/erm/2023	Ekulindeni: dcssl/tsm/eku/2023
Standerton: dcssl/tsm/sta/2023	Secunda: dcssl/tsm/sec/2023
Wakkerstroom: dcssl/tsm/wak/2023	Balfour: dcssl/tsm/bal/2023
Bethal: dcssl/tsm/bet/2023	Mahamba Port of Entry: dcssl/tsm/mah/2023
Badplaas Emanzana: dcssl/tsm/bad/2023	Carolina: dcssl/tsm/car/2023
Elukwatini: dcssl/tsm/el/2023	MpuLuzi: dcssl/tsm/mpu/2023
Oshoek port of entry: dcssl/tsm/osh/2023	Nerston port of entry: dcssl/tsm/ner/2023
Piet Retief: dcssl/tsm/pr/2023	
Volksrust: dcssl/tsm/vol/2023	
Leslie: dcssl/tsm/les/2023	
Nkangala Region	
Kwamhlanga: dcssl/tsm/kwa/2023	Siyabuswa: dcssl/tsm/siy/2023
Vaalbank: dcssl/tsm/vaal/2023	Witbank: dcssl/tsm/wit/2023
Middelburg: dcssl/tsm/mid/2023	Dullstroom: dcssl/dull/2023
Watervalboven: dcssl/tsm/wb/2023	

Enquiries: Ms LS Mahlangu (013) 766 4028
Mr MG Mnisi (013) 7664057 or Ms BL Mazibuko 013 766 4136.

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

Applications need to be completed on a New Z83 application form obtainable from any Public Service Department or from the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae.

Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification.

Requirements stated on the advertised posts are minimum inherent requirements; therefore criteria for shortlisting will depend on the proficiency of the applications received.

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 to: The Registry office, Nokuthula Simelane Building, 4, 2nd Floor, No 7 Government Boulevard , Riverside Park. No faxes or e-mail applications will be considered.

Closing date: 17 March 2023 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.