



# dcssl

Department: Community Safety, Security and Liaison  
MPUMALANGA PROVINCIAL GOVERNMENT

## **DEPUTY DIRECTOR (MEDIA LIAISON AND MONITORING)**

**Salary: R464 919 per annum (all-inclusive package) (Level 11) (Ref. DCSSL/DD/MLM/HO/2013)**  
**Head Office**

**Requirements:** • A degree/diploma in Communications or Journalism • 3-5 years' relevant experience in government media liaison • Experience in developing and implementing communication and media liaison and monitoring strategies • Computer literacy and the ability to manage electronic dissemination of information • Knowledge of public sector communication policies, strategies and methods • An understanding of the Community Safety, Security and Liaison environment and public policy • Experience in media relations and marketing and a good understanding of multimedia • Strong verbal and written communication abilities • A valid Code 08 driver's licence and comfortable with extensive travelling • An understanding of the Public Finance Management Act, the Public Service Act and related regulations and prescripts.

**Duties:** • Manage, develop and implement the Department's media policy and strategy • Conduct and coordinate media research for the Department and its stakeholders • Develop and maintain good relationships with the media at all levels • Be responsible for the overall organisation, coordination and implementation of media relations activities for the Department • Deal with media queries, and organise media briefings and press conferences • Develop plans and coordinate departmental events.

## **MANAGER: TRAFFIC MANAGEMENT**

**Salary: R464 919 per annum (all-inclusive package) (Level 11) (Ref. DCSSL/M/TM/B/2013)**  
**Bohlabela Region**

**Requirements:** • A degree/diploma in Traffic Safety or equivalent qualifications, plus 3-5 years' managerial experience • 7-10 years' experience in traffic management • Analytical and report-writing skills • Knowledge of the interpretation of statutes • Project implementation skills • Strategic and operational planning skills • Planning and organisational skills • Problem-solving skills • Thorough knowledge of computer programs (eg Excel, PowerPoint, Windows, etc) • A valid driver's license.

**Duties:** • Develop and manage effective law enforcement and road safety strategies • Develop and enforce an intervention plan to deal with accident and fatalities • Manage the Incident Management System • Manage the budget and equipment • Manage the accident database in the region.

## **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**

**Salary: R464 919 per annum (all-inclusive package) (Level 11) (Ref. DCSSL/DD/MA/HO/2013)**  
**Head Office**

**Requirements:** • A degree/diploma in Finance • 3-5 years' relevant experience in Financial Management, including supervisory experience • Computer literacy (MS Word, Excel) • Sound knowledge of the PFMA, Treasury Regulations and all other relevant financial prescripts • Good written and verbal communication skills • Working knowledge of Basic Accounting System (BAS) and Persal • A valid driver's license.

**Duties:** • Render control of budget and expenditure within the Department • Manage budget planning and bookkeeping services • Prepare interim and annual financial statements in accordance with the relevant prescripts • Provide monthly/quarterly/annual performance reporting to relevant stakeholders • Coordinate inputs into the development of policies and procedures relevant to financial management • Manage the resources within the component.

**NB:** The top 2 candidates for the above posts will be subjected to a competency assessment.

## **ASSISTANT MANAGER: ROAD SAFETY EDUCATION**

**Salary: R295 224 per annum (Level 10) (Ref. DCSSL/AM/RSE/ER/2013)**  
**Ehlanzeni Region**

**Requirements:** • A degree/diploma in Education, Marketing or equivalent qualification • Knowledge of road safety education, teaching or communication • 3-5 years' experience in road safety education • A good understanding of legislative prescripts governing the Public Service • A valid driver's license.

**Duties:** • Be responsible for road safety education • Liaise with educational institutions, provincial and municipal traffic authorities, community organisations, the media and other relevant stakeholders • Supervise the activities of Road Safety Officers and monitor their performance • Monitor the budget of the section.

## **ASSISTANT MANAGER:**

## **TRANSPORT ADMINISTRATION AND LICENSING**

**Salary: R236 532 per annum (Level 9) (Ref. DCSSL/AM/TAL/HO/2013)**  
**Head Office**

**Requirements:** • A degree/diploma in Public Management or relevant qualification • 3-5 years' relevant experience • Extensive understanding of eNatis and the necessary knowledge of the National Road Traffic Act, 93 of 1996 and the PFMA.

**Duties:** • Implement the National Road Traffic Act, 93 of 1996, on the registration and licensing of vehicles and driver's licences • Manage and monitor the registration and licensing process at the registering authorities • Conduct inspections to determine compliance in terms of sensitive transactions in the region • Ensure security compliance in system administration • Facilitate eNatis training, audit • Control the budget and expenditure of the section.

## **PRINCIPAL ROAD SAFETY OFFICERS (2 POSTS)**

**Salary: R198 975 per annum (Level 8)**

- **Sabie (Ref. DCSSL/PRSO/S/2013) • Umjindi (Ref. DCSSL/PRSO/U/2013)**

**Requirements:** • A degree/diploma in Education, Marketing or equivalent qualification • Knowledge of road safety education, teaching or communication • 3-5 years' experience in road safety education • A good understanding of legislative prescripts governing Public Service • A valid driver's license.

**Duties:** • Be responsible for road safety education • Liaise with educational institutions, provincial and municipal traffic authorities, community organisations, the media and other relevant stakeholders • Supervise the activities of Road Safety Officers and monitor their performance.

## **SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION**

**Salary: R198 975 per annum (Level 8) (Ref. DCSSL/SSA/SA/HO/2013)**  
**Head Office**

**Requirements:** • A degree/diploma in Finance • 3-5 years' relevant experience working in Salary Accounts as a State Accountant • A Persal Introduction Certificate • Knowledge of the Public Service Regulations, Public Finance Management Act, Treasury Regulations and Financial Manual • Good communication and problem-solving skills • Sound interpersonal relations and management skills • Computer literacy.

**Duties:** • Process and control all salary accounts matters • Ensure the clearance of Persal exceptions on BAS • Ensure that all officials draw salaries from the correct allocations • Liaise with the Revenue and Bookkeeping section on identified and recovered debts • Implement control measures to prevent possible fraud areas • Manage Persal and BAS interface and the performance of staff • Manage the reconciliation of the SARS tax account monthly and annually • Perform payroll administration.

## **SENIOR ADMINISTRATIVE OFFICER:**

## **TRANSPORT ADMINISTRATION AND LICENSING**

**Salary: R198 975 per annum (Level 8) (Ref. DCSSL/SAO/TAL/K/2013)**  
**KwaMhlanga**

**Requirements:** • A degree/diploma in Administration or equivalent qualifications • 3-5 years' experience in administration • Extensive understanding of eNatis • Knowledge of BAS and LOGIS will be an added advantage • Knowledge of the National Road Traffic Act, 93 of 1996, PFMA, PSA, PSR and record management • Ability to work under pressure • Report-writing skills • Communication skills, both verbal and writing • Computer literacy.

**Duties:** • Manage and perform personalised duties • Monitor the filing system • Handle enquiries • Compile reports • Ensure effective and efficient leadership • Manage service delivery improvement • Manage human resources and financial management • Ensure effective and efficient asset management.

**Enquiries:** Mr Fanie Nkuna, tel. (013) 766-4038 or Ms Thembi Thobela, tel. (013) 766-4023.

A fully completed and signed Z83 application form, obtainable from any Public Service Department, must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than 3 months. If your application(s) does not meet the above-mentioned prerequisite, your application(s) will be automatically disqualified.

It is our intention to promote representivity (race, gender and disability) through the filling of these posts.

A fully completed and signed Z83 application form, obtainable from any Public Service Department, must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than 3 months. If your application(s) does not meet the above-mentioned prerequisite, your application(s) will be automatically disqualified.

**Applications, quoting the reference number, should be forwarded to the Head: Human Resources 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 faxed or e-mailed applications will be considered.**

**Closing date:** 15 March 2013 at 16:15.

Note that applications will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application has been unsuccessful.

