



# dsssl

Department:  
Safety, Security and Liaison  
MPUMALANGA PROVINCIAL GOVERNMENT

**MANAGER: eNATIS**

Notch: **R406 839** pa (all inclusive package) (Level: 11)

Centre: Head Office (Nelspruit) (Ref. no: *DSSL/IM/ENATIS/NST/2011*)

**Requirements:** •A Degree/diploma in administration or equivalent qualification plus three to five (3-5) years' experience in the appropriate field of expertise •Advance knowledge of the eNatis and the National Road Traffic Act, 1996 (Act 93 of 1996)

**Key performance areas:** •Manage the entire eNatis provincial administration •Monitoring all the registering authorities •Manage the Provincial Help Desk •Manage the eNatis Training and Audit •Manage the System Administration •Manage the functionality of the Registration and Licensing of Motor Vehicles, and driving licenses in the Province.

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

## ADMINISTRATIVE OFFICER: LAW ADMINISTRATION (02 Posts)

Notch: **R140 208** p.a. (Level: 7)

Centre: Head Office (Nelspruit) (Ref. no: *DSSL/AO/LA/NST/2011*)

**Requirements:** •A Degree/diploma in Social Sciences or equivalent qualifications, plus two to three (2-3) years' experience in the appropriate field of expertise •A valid driver's license •Advanced knowledge of the National Road Traffic Act, 1996 (Act 93 of 1996).

**Key performance areas:** •Registration and Deregistration of Authorised Officer, Driving License Testing Stations and Vehicle Testing Stations •Co-ordinate the collection of Amendments of the NRTA and supporting Legislations •Administer appeals against the testing of Learner's licenses, driving licenses, professional driving licenses and public events on public roads •Co-ordination of the collection of Statistics from Testing Stations and Testing Centres •Receiving, recording and capturing abnormal loads permits and registration of abnormal vehicles.

## EXAMINER OF DRIVING LICENSES (System Security and Compliance)

Notch: **R140 208** p.a. (Level: 7)

Centre: Head Office (Nelspruit) (Ref. no: *DSSL/EDL/NST/2011*)

**Requirements:** •Examiner of Driver's license diploma Grade A, plus two to three (2-3) years' experience in the appropriate field •Proof of registration as an examiner of driving license •Knowledge of the eNatis and the National Road Traffic Act, 1996 (Act 93 of 1996) •A valid code B driving License.

**Key performance areas:** •Conduct learners and driving license test and authorize for the issue thereof •Conduct an eye tests •Authorize for the conversion of foreign driving license, professional driving permit and instructor's certificate.

## DRIVER MESSENGER

Notch: **R79 104** p.a. (Level: 4)

Centre: Head Office (Nelspruit) (Ref. no: *DSSL/DM/NST/2011*)

**Requirements:** •Grade 6 or Abet qualification •A valid driver's license (Code B).  
**Key performance areas:** •Collect and deliver post and parcels within the Province in the interest of the Department •Assist in the franking of mail •Collect and deliver stationery •Photocopy official documents •Distribute circulars and notices •Drive and maintain vehicle in clean and good condition.

## CHIEF PROVINCIAL INSPECTORS (03 Posts)

Notch: **R258 342** p.a. (Level: 10)

Centre: Head Office (03) (Ref. no: *DSSL/CP/HO/2011*)

**Requirements:** •A Diploma in Traffic Safety Management/Policing or equivalent qualification •Valid driving license •Knowledge of The National Road Traffic Act and eNatis •Three (3) years' experience in fraud and corruption •Investigation of crime intelligence •Knowledge of the Criminal Procedure Act •Must not have a criminal record.

**Key performance areas:** •Conduct fraud and corruption investigation at the driving License Testing Centres and Vehicle testing stations •Open cases on behalf of the department •Monitor the registration and licensing of motor Vehicle and driving license •Compile and submit audit reports •Co-ordinate the prosecutions of offenders and the deregistration of officials in the eNatis environment.

## ASSISTANT MANAGER: SAFETY ENGINEERING

Notch: **R258 342** p.a. (Level: 10)

Centre: Head Office (Ref. no: *DSSL/AM/2011*)

**Requirements:** •A Degree/diploma in administration or equivalent qualification plus three to five (3-5) years' experience in traffic management •Code B driver's license •Knowledge of research methodology •Knowledge of the Public Financial Management Act, NTRA, RTMC Act and other Public Service prescripts •Knowledge of Human Resource Practices, work procedures, policy analysis and management •Knowledge of intergovernmental relations •Must have planning, organising, controlling and leadership skills •Report writing skills, communication both verbal and writing •Analytical thinking skills •Record management skills •Computer literacy in MS Word, MS Excel and MS PowerPoint •Time Management skills.

**Key performance areas:** •Co-ordinate the assessment of traffic assessment of traffic flow Patterns or regional network •Ensure accident data is captured and analyzed •Ensure studies and researches are conducted on hazardous locations •Manage provincial accident register •Develop intervention measures on identified hazardous locations •Manage Human Resources and Assets •Implement effective traffic flow monitoring strategies.

## MANAGER (SOCIAL CRIME PREVENTION)

Notch: **R406 839** p.a. (all inclusive package) (Level: 11)

Centre: Ehlantzen Region (Ref. no: *DSSL/MS/CP/ER/2011*)

**Requirements:** •A Degree/diploma in administration or equivalent qualification plus three to five (3-5) years' relevant experience at middle management level •Knowledge of the SAPS Act, PFMA and other relevant prescripts •A valid driver's license.

**Key performance areas:** •To co-ordinate, monitor and evaluate the implementation of Social Crime Prevention and Projects and Programmes •To co-ordinate development of municipal safety plans, and monitor the implementation of Provincial Crime Prevention Frameworks •Establish public and private partnerships which support crime prevention •Overall responsibility of the effective and efficient management of the sub directorate, inclusive of Human Resources, Financial Management, Budgetary Control, Procurement & Provisioning.

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

## LABOUR RELATIONS OFFICER

Notch: **R140 208** p.a. (Level: 7)

Centre: Head Office (Ref. no: *DSSL/LRO/2011*)

**Requirements:** •A Degree/diploma in Labour Relations or equivalent qualification plus two to three 2-3 years' relevant experience in Labour Relations fields •In depth knowledge of related legislation, such as the PSA, PSR, LRA, BCEA and PFMA •Proven exposure to collective experience, and handling of individual and collective dispute/grievances •Good verbal and written communication skills •Facilitation and presentation skills •Mediation and conflict management skills •A valid driver's license and willingness to travel •Computer Literacy.

**Key performance areas:** •Represent the department in Provincial Collective Bargaining structures •Represent the department at the level of conciliation and arbitration •Assist in the handling and resolution of department grievances and disputes •Advise and consult with line managers on labour relations matters •Proactively project and manage departmental risk on industrial action •Maintain labour database in the Department •Implement and maintain all labour relations programmes, policies and interventions for the Department •Prepare and provide relevant reports to the Head.

## SECURITY MONITORING OFFICER: SECURITY SERVICES

Notch: **R140 208** p.a. (Level: 7)

Centre: Head Office (Ref. no: *DSSL/SMO/SS/2011*)

**Requirements:** •A Degree/ diploma in Security Management or equivalent qualification plus two to three (2-3) years' experience in security management •Registration with PSIR (Grade B a must) •SSA Security Management an advantage •Strong administration skills •Communication skills •Interpersonal relations •A valid driver's license.

**Key performance areas:** •Coordinate and monitor all security activities in municipalities •Oversee activities executed by private security companies in the municipalities/ clusters •Compile daily, weekly, monthly report and action plan for approval and compile reports on findings •Liaise with client departments and relevant stakeholders on matters affecting day-to-day activities •Compile and maintain loss register •Enforce strict discipline in order to ensure conformance of the contract provisions.

## ASSISTANT DIRECTOR: PLANNING

Salary: **R 206 610** p.a. (Level 09)

Station: Head Office (Ref. no: *DSSL/AD/P/2011*)

**Requirements:** •A Degree/diploma or equivalent qualification in planning, project management or Public Administration will be an added advantage plus three to five (3-5) years' experience •Good writing, editing, and analytical skills •Ability to analyse policies and strategies and the ability to write good analytical reports •Project management •Ability to develop logical frameworks and other planning models •Good computer skills •Ability to develop and adhere to work schedule •Understanding of Government policies skills (PFMA, MTEF) and its planning processes •Proven work experience in planning and monitoring •Good interpersonal skills •Strong understanding of the programmes and priorities and strategies of the Government •Ability to work under tight schedules and awkward hours and be willing to travel extensively.

**Key Performance areas:** •Conduct research related to strategic planning and formulate and review a clear Strategic plan and Annual Performance plan for the Department •Analyse relevant policies to inform planning processes of the Department •Quantify departmental plans and strategies •Prepare cluster priority and makgotla reports •Make inputs to policy-making bodies and co-ordinate departmental policy development processes •Facilitate the development and implementation of the Service Delivery Improvement Plans and Service Delivery Agreements •Ensure alignment of the Department's monthly and quarterly reports with the APP •Compile non-financial data reports and submit to Treasury quarterly •Facilitate and foster partnership with the Provincial Department, district and Local Municipalities on IDP process •Facilitate the integration of the department, departmental programmes and SAPS programmes. *Provide support to the Senior Manager:* •Planning and Programme Management in the execution of his/her duties in terms of the PFMA and Treasury Regulations •Manage performance of the Sub-directorate.

**Enquiries:** Mr Fanie Nkuna (013) 766 4038 or Ms Thembi Thobela (013) 766 4023. It is our intention to promote representivity (race, gender and disability).

All applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by detailed CV, together with certified copies of qualifications and ID. Applicants are requested to complete the Z83 form in full, even if a CV is attached.

Applications, quoting the relevant reference number, should be forwarded to, The Head: Human Resources Management and Development, Department of Safety, Security and Liaison, Private Bag X11269, Nelspruit, 1200 or hand delivered at: The Registry Office, 2nd Floor, Building 4. No faxed or e-mailed applications as well as applications received after the closing date will be considered.

**Closing date:** 26 August 2011 at 4pm.

*Note that applications will be limited 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.*



## MANAGER: TRAFFIC MANAGEMENT (3 Posts)

Notch: **R406 839** p.a. (all inclusive package) (Level: 11)

Centre: Gert Sibande Region (Ermelo)

(Ref. *DSSL/MTM/GSRI/E/2011*); Nkangala Region (KwaMhlanga)  
(Ref. *DSSL/MTM/NRI/K/2011*); Bohlelaba Region (Thulamahashe)  
(Ref. *DSSL/MTM/BR/I/2011*)

**Requirements:** •A Degree/diploma in Traffic Safety or equivalent qualification plus three to five (3-5) years' managerial experience •A valid driver's license •Seven to ten (7-10) years' working in traffic management •Analytical and report writing skills •Interpretation of Statute •Project implementation skills •Strategic and operational planning skills •Planning and organizing skills •Problem solving skills •Knowledge of computer programmes (e.g.: Excel, PowerPoint, Windows etc).

**Key performance areas:** •Develop and manage effective law enforcement and road safety strategies •Develop and enforcement of intervention plan to deal with accidents and fatalities •Manage Incident Management System •Manage budget and equipments •Manage the accident database in the region.

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

## CONTROL PROVINCIAL INSPECTORS (4 Posts)

Notch: **R406 839** p.a. (all inclusive package) (Level: 11)

Centre: Ehlantzen Region (01) – Umjindi (1) (Ref. *DSSL/CP/IER/U/2011*);  
Nkangala Region (03) – Delmas (1) (Ref. *DSSL/CP/INR/D/2011*);  
Middelburg (1) (Ref. *DSSL/CP/INR/MB/2011*); Machadodorp (1)  
(Ref. *DSSL/CP/INR/MD/2011*)

**Requirements:** •A Degree/diploma in Traffic Safety or equivalent qualification •Seven to ten (7-10) years' experience working in Traffic Management •Three to five (3-5) years' management experience •A valid driving license at least a code B and should not have a criminal record.

**Key performance areas:** •Manage the implementation of operational law enforcement, Road Safety and Safety Engineering Plan •Ensure effective and efficient leadership •Management of service delivery improvement •Management of human resources •Financial management •Ensure effective and efficient asset management.

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

## SECRETARY (7 Posts)

Notch: **R94 575** p.a. (Level: 5)

Centre: Head Office: Office of the Senior manager: traffic law enforcement (Ref. *DSSL/S/SMTLE/2011*); Road Safety Education (Ref. *DSSL/S/RSE/2011*); Chief Director: Traffic Management (Ref. *DSSL/S/CDTM/2011*); Manager: Transport Administration And Licensing (Ref. *DSSL/S/MTA&L/2011*); Senior Manager: Human Resource Management & Development (Ref. *DSSL/S/SMHRM&D/2011*); Senior Manager: Legal Services (Ref. *DSSL/S/SMLS/2011*); Regional Director: Gert Sibande Region (Ref. *DSSL/RD/GSR/2011*)

**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 •Must be innovative •Must have good problem solving skill and be 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 Senior Manager and promote the image of the office by upholding the principles of "Batho Pele" •Manage the diary and all engagements of the Senior Manager •Render secretarial services to the Senior Manager including typing, distribution of documents, logistics and booking accommodation •Evaluate incoming correspondence/documents and prioritise 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 Senior Manager •Receive guests in the office of the Senior Manager.

## ADMIN OFFICER: FIREARM CONTROL

Notch: **R140 208** p.a. (Level: 7)

Centre: Head Office (Ref. no: *DSSL/AO/FC/2011*)

**Requirements:** •Diploma in administration or equivalent qualifications plus two to three (2-3) years' experience •A firearm competency certificate •Good communication skills •Computer literate •PFMA knowledge •A valid driver's license and previous experience in dealing with firearms.

**Key performance areas:** •Liaise with stakeholders and all the regions •Prepare monthly Reports •Handle correspondence •Handle logistical matters •Responsible for all administrative work •Handle all procurement for the section •Issuing of firearms •Firearm register.

## CHIEF PROVINCIAL INSPECTORS (5 Posts)

Notch: **R258 342** p.a. (Level: 10)

Centre: Ehlantzen Region– Umjindi (1) (Ref. *DSSL/CP/IER/U/2011*);  
Gert Sibande Region (02) – Elukwatini (1) (Ref. *DSSL/CP/IGSRI/E/2011*);  
and Mpuluzi (1) (Ref. *DSSL/CP/IGSR/IM/2011*);  
Nkangala Region (02) – Delmas (1) (Ref. *DSSL/CP/INR/D/2011*);  
Machadodorp (1) (Ref. *DSSL/CP/INR/MD/2011*)

**Requirements:** •A Degree/diploma in Traffic Safety plus three to five (3-5) years' supervisory experience •Seven to ten (7-10) years' working experience in traffic law enforcement field •A valid driving license (code A and EC) and should not have a 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 subordinates Identify and manage risks and manage the performance of all administrative activities and related duties.

## PRINCIPAL PROVINCIAL INSPECTORS (8 Posts)

Notch: **R174 117** p.a. (Level: 8)

Centres: Nkangala Region (02) – Middelburg (1)

(Ref. *DSSL/PP/INR/MB/2011*); Machadodorp (1)

(Ref. *DSSL/PP/INR/MD/2011*); **Gert Sibande Region (05) – Ermelo**

(1) (Ref. *DSSL/PP/IGSRI/E/2011*); Govan Mbeki (Bethal) (1) (Ref. *DSSL/PP/IGSR/GM/B/2011*); Mpuluzi (1) (Ref. *DSSL/PP/IGSR/GM/IM/2011*);

Elukwatini (2) (Ref. *DSSL/PP/IGSR/GM/IE/2011*);

**Bohlelaba Region – Sabie(1) (Ref. *DSSL/PP/IBR/S/2011*)**

**Requirements:** •Grade 12 certificate •A traffic officer's diploma and three (3) years' relevant experience •Diploma for Examiner of Vehicles and drivers license will be an added advantage.

**Key performance areas:** •To supervise / training and participate inroad safety campaigns •Conduct road inspections •Manage escort duties and point duties •Plan selective law enforcement •Conduct patrols and road blocks •Issue notices •Perform speed measurement and testify in court •Execute warrant of arrests •Compile daily and monthly returns and complete abnormal escort's forms.

## CLEANER (3 Posts)

Notch: **R55 830** p.a. (Level: 2)

Centre: Head Office (01)-Nelspruit (Ref. *DSSL/C/HO/NST/2011*);

Nkangala Region – Delmas(01) (Ref. *DSSL/C/NRI/D/2011*);

Gert Sibande Region – Standerton (Ref. *DSSL/C/GSR/S/2011*)

**Requirements:** •At least Grade 6/ Abet qualification •Ability to utilise a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy •Medically fit and capacity to perform strenuous tasks •Routine planning and organising skills •Ability to adapt to working conditions.

**Key performance areas:** •Clean and create an orderly environment •Operate cleaning materials •Polish floor using machine •Handle cleaning equipment •Check, provide and empty waste bags •Provide tea and water during meetings.

## GROUNDSMAN

Notch: **R55 830** p.a. (Level: 2)

Centre: Nkangala Region (Middelburg) (Ref. no: *DSSL/GM/INR/MB/2011*)

**Requirements:** •At least Grade 6/ Abet qualification •Ability to utilise a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy •Medically fit and capacity to perform strenuous tasks •Routine planning and organising skills •Ability to adapt to working conditions.

**Key performance areas:** •Cleaning offices and facilities surrounding offices •Ability to perform other duties as may be required.

## PRINCIPAL ROAD SAFETY OFFICER

Notch: **R174 117** (Level: 8)

Centre: Piet Retief (Ref. no: *DSSL/PRSO/PIR/2011*)

**Requirements:** •Degree or diploma in education, marketing or equivalent qualification •Knowledge in Road Safety Education, teaching or communication •Three to five (3-5) years' experience in Road Safety Education •A valid driver's license •Good understanding of legislative prescripts governing Public Service.

**Key performance areas:** •Be responsible for road safety education •Liaise with educational Institutions, Provincial and Municipal Traffic Authorities, Community Organizations, the Media and other relevant Stakeholders •Supervise activities of Road Safety Officers and monitor their performance.

## ROAD SAFETY OFFICERS (04 Posts)

Notch: **R113 568** p.a. (Level: 6)

Centre: EHLANTZENI REGION (01) – Sabie (1)

(Ref. *DSSL/RSO/IER/S/2011*); Gert Sibande Region (1)

(Ref. *DSSL/RSO/GSRI/S/2011*); Elukwatini (1)

(Ref. *DSSL/RSO/GSRI/E/2011*); Nkangala Region (02) – Machadodorp (1)

(Ref. *DSSL/RSO/NRI/MD/2011*); Mkokobela (1) (Ref. *DSSL/RSO/NRI/MK/2011*)

**Requirements:** •A Degree/diploma or certificate in education, marketing, communications or community involvement •Knowledge in Road Safety Education •Good verbal and writing skills •Presentation skills •Computer literacy •A minimum code 08 drivers license.

**Key performance areas:** •Provide road safety educational programmes •Conduct workshops, presentation and seminars •Commissioning of road safety awareness campaigns •Participate in road blocks •Monitor and evaluate road safety information •Exhibition and distribution of road safety information •Attend meetings and compile weekly and monthly reports.