

**Senior Manager: Policy and Research**Salary: **R685 200** per annum (All inclusive package)

Salary Level: 13

Station: Head Office (Nelspruit)

(Ref: DCSSL/SM/PR/2012)

Requirements: •A Master's/ Bachelor's Degree/Diploma or equivalent qualifications in Public Management •Three to five (5) year's experience at management level within the public and private sectors •Knowledge and broad understanding of South African Police Service Act, Civilian Secretarial for the Police Act, Public Finance Management Act and other relevant prescripts •Proven exposure to and experience in research matters •Ability to analyse crime statistics •Excellent verbal and written communication and report writing skills •Facilitation and presentation skills •Valid driver's licence and willingness to travel extensively.

Key performance areas: •Conduct and Manage scientific research studies related to policing matter in the province •Study and analyse other crime-related research studies undertaken by other research institutions and advise the Department •Establish a research management resource centre for the effective management and storing of research report to policing matters •Analyse, interpret crime statistics and trends and produce products that will guide crime prevention programmes and project for the Department and SAPS •Establish and maintain partnerships with research institutions, including university •Analyse domestic violence audit reports and produce biannual reports •Deal with legislature-related partitions and questions related to policing •Perform the overall management of the Directorate's performance and resources (human, logistical and financial).

Control Provincial InspectorSalary: **R434 505** p.a. (All inclusive package)

Salary level: 11

Station: Mbombela

(Ref no: DCSSL/CP/M/2012)

Requirements: •A Degree/Diploma in traffic Safety or equivalent qualification •Seven to ten years experience working in Traffic Management •Three to five years management experience •Valid driver's licence at least a code B •No criminal records.

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 top 2 candidates for the above posts will be subjected to a competency assessment.

Chief Provincial Inspector (03 Posts)Salary: **R275 910** p.a.

Salary level: 10

Station: Tonga (Ref: DCSSL/CPII/T/2012)**Kwamhlanga (Ref: DCSSL/CPII/M/2012)****Volkruis (Ref: DCSSL/CPII/V/2012)**

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 •Should not have a criminal record •A valid driver's licence (code A and EC)

Key performance areas: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation •Manage joint law enforcement activities and project (Co-operation governance) •Manage resource and provide leadership and direction to all subordinate •Identify and manage risk and manage the performance of all administrative activities and related duties.

Principal Provincial Inspector (05 Posts)Salary: **R185 958** p.a.

Salary level: 08

Station: Albert Luthuli cost centre Carolina

(Ref: DCSSL/PPII/C/2012)

Mbombela cost centre Nelspruit

(Ref: DCSSL/PPII/MN/2012)

Ermelo cost centre Ermelo

(Ref: DCSSL/PPII/E/2012)

Balfour cost centre: Balfour

(Ref: DCSSL/PPII/B/2012)

Mhala cost centre: Mhala

(Ref: DCSSL/PPII/M/2012)

Requirements: •A Diploma in Traffic Officer's and two to three (2-3) years relevant experience •Diploma for Examiner of Vehicles and driver's license will be an added advantage

Key performance area: To supervise/train and participate in road 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 arrest; compile daily and monthly return and complete abnormal escort's forms.

Senior Provincial Inspector (3 Posts)Salary: **R149 742** p.a.

Salary level: 7

Station: Albert Luthuli Cost Centre: Carolina

(Ref: DCSSL/SPI/C/2012)

Sabie Cost Centre: Sabie

(Ref: DCSSL/SPI/S/2012)

Elukwatini Cost Centre: Elukwatini

(Ref: DCSSL/SPI/E/2012)

Requirements: •A Diploma in traffic Officer's and two to three (2-3) years relevant experience •Diploma for Examiner of Vehicles and driver's license will be an added advantage.

Key performances areas: •Conduct road inspections •Manage escort duties and point duties •Plan selective law enforcement, conduct patrols and road blocks, issues notices, perform speed measurements and testify in court •Execute warrant of arrest; compile daily and monthly return and complete abnormal escort's forms.

Admin Officer:**Safety Engineering**Salary: **R149 742** p.a.

Salary level: 07

Station: Murray Street

(Ref No: DCSSL/AO/SE/2012)

Requirements: •A Diploma in Administration/Public management or equivalent qualification •Two to three (3-5) years working experience in the administration •Knowledge and understanding of BAS and logis will be an added advantage •Knowledge of PFMA, RTMC, PSA and records management Act •Ability to work under pressure •Report writing skills, communication skills; both verbal and writing •Analytical thinking skills, record management skills, computer literacy in MS excel and MS power point •Valid code B drivers' license.

Key performances areas: •Monitor daily accident •Ensure that accident data is captured and analysed •Manage provincial accident register •Manage human resource and assets •Manage records in the directorate in order to ensure that directorate functions effectively (filing of documents) •Typing report, letters, memorandum and minutes •Procurements of office stationery, furniture and etc •Manage resources.

Road Safety Officer (02 Posts)Salary: **R121 290** p.a.

Salary level: 06

Station: Evander (Ref: DCSSL/RSO/E/2012)**Machadodorp (Ref: DCSSL/RSO/M/2012)**

Requirements: •A Diploma or Certificate in Education, Marketing Communication or Community involvement •Knowledge in Road Safety Education •Good verbal and writing skills •Presentation Skills •Computer literacy and a minimum code 08 driver's license.

Key performance area: •Provide road safety education programmes •Conduct workshops, presentations 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 meeting and compile weekly and monthly reports.

Personnel Practitioner: PMDSSalary: **R149 742** p.a.

Salary level: 07

Station: Head Office (Nelspruit)

(Ref No: DCSSL/PP/H/2012)

Requirements: •A Degree/Diploma in HRM or equivalent qualification plus at least two to three (2-3) years relevant experience •Knowledge and experience in PERSAL •Knowledge of the application of Government policies •Communication skills (written and verbal).

Key performances areas: •Implement pay progression/incentive bonuses •Provide advisory services to all members on PMDS - related matters •Render advice and secretarial services to the PMDMC •Manage the database •File PMDS documents.

Admin Clerk:**Gert Sibande Region (2 Posts)**Salary: **R101 007** p.a.

Salary level: 05

Station: Ermelo (DCSSL/AC/E/2012)**Standerton (DCSSL/AC/S/2012)**

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

Key performance areas: •Manage and effective, user friendly filing system in the region •Accurately and timeously type documents •Track and record movement of assets •Procurement of goods and services for the regional office •Provide general administrative support to the Enatis enquiry.

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 form 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 Z83 form in full, even if a CV is attached.

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, Building 4, 2nd Floor, No faxes or e-mailed applications will be considered.

Closing date: 17 February 2012 at 16:15.

Note that applications will be limited to shortlisted candidate 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.