

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 06/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE:.....08/02/2007.....

Department of the Premier ▼ Departement van die Premier ▼ Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

Chief Provincial Inspector: (Policing)

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE TRAFFIC MANAGEMENT

CLOSING DATE: 2 MARCH 2007

- POST** : Chief Provincial Inspector (Policing)
- NO. OF POSTS** : 4 posts
- SALARY** : R146 685 p.a.
- CENTRE/S** :
- | | | |
|-----------------------------|---|------------------------|
| Motheo District | : | 1 (Ref. PWRT 2007/010) |
| Xhariep District | : | 1 (Ref. PWRT 2007/011) |
| Fezile Dabi District | : | 1 (Ref. PWRT 2007/012) |
| Thabo Mofutsanyana District | : | 1 (Ref. PWRT 2007/014) |
- REQUIREMENTS** :
- A senior certificate or equivalent qualification as well as a Traffic Officer Diploma.
 - Knowledge of and experience in law enforcement.
 - At least eight (8) years experience in Traffic Law Enforcement; with preferably four (4) of the years in the capacity of a Principal Provincial Inspector.
 - A valid unendorsed code eight (8) driver's license.
 - Supervisory experience in the Traffic environment.
- RECOMMENDATIONS** :
- The incumbent will have to plan and co-ordinate the administrative, financial and procurement activities of the Traffic Service in accordance with the relevant policies and procedures.
 - The candidate will be required to plan, organize and control law enforcement activities in accordance with the appropriate legislation.
 - Must be able to solve problems by applying standing instructions or procedures and be able to interact with clients and co-workers in respect of procedural matters.
 - Will have to administer the disciplinary measures and attend to complaints from staff and public.
 - Will be responsible and accountable for staff and resources under his/her control.
-
- Must have high standards or proven levels of achievement and

have a highly evolved degree of writing skills in order to produce routine reports, memo's, letters and other correspondence.

- Have good interpersonal/human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

DUTIES

: Key Performance areas:

- To manage and co-ordinate the activities of the sub-region, with a view to ensuring the development and consistent application of policies throughout.
- Ensuring the correct application of policies and regulations through the provision of support and monitoring.
- To provide leadership and direction for the activities of the sub-region, through the regular consultation and monitoring of activities in the offices of the region.
- The co-ordination and compilation of management information and reports on administrative matters.
- Managing the performance of direct and indirect staff and resources under his/her jurisdiction.
- The drafting of monthly programs and schedules of activities for the regions.
- Be able to work under pressure.
- Must work overtime.
- Must work on Easter/Christmas holiday periods, long weekends, to work night duty and on weekends.
- Must comply and enforce all policies of Government and the Department.

ENQUIRIES

: Mr E. Sease Tel no: 051-4303663

APPLICATIONS POSTED TO:

Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
9300

OR

APPLICATIONS THAT ARE HAND DELIVERED MUST BE BROUGHT TO THE FOYER OF MEDFONTEIN BUILDING WHERE THEY MUST BE PLACED IN THE APPROPRIATELY MARKED BOX AT

SECURITY
GROUND FLOOR
Medfontein Building
St. Andrews Street
BLOEMFONTEIN

***NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

INSTRUCTIONS:**How to apply:**

- ❖ Applications should be submitted on a Z83 form obtainable from any Public Service Department and should be accompanied by an updated comprehensive & detailed Curriculum Vitae with certified copies of qualification certificates, Driver's License and a copy of Identity Document or Passport attached.
- ❖ Applicants are requested to complete the Z83 form properly and full particulars of qualifications and experience (on separate page, if necessary) must be submitted.
- ❖ Direct your application quoting the relevant reference number & corresponding centre of employment above on the Z83 form.
- ❖ If applying for more than 1 position, a separate application must be provided for each post applied for. Each Z83 application is only valid for 1 position.
- ❖ No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted.
- ❖ The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons who's appointment/promotion/transfer will promote representivity.
- ❖ Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE:**Your attention is drawn to:**

- ❖ Correspondence will be limited to short listed candidates only. Candidate's who are not contacted, within four months for an interview, can assume that they did not meet the shortlist criteria and are hereby thanked for applying.
- ❖ Applications will not be accepted by staff in offices in the Building.
- ❖ All enquiries regarding the abovementioned post must be directed to the person indicate at the enquiries. No other staff member will entertain queries in this regard.

Principal Provincial Inspector: (Policing)

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE TRAFFIC MANAGEMENT

CLOSING DATE: 2 MARCH 2007

- POST** : Principal Provincial Inspector (Policing)
- NO. OF POSTS** : 11 posts
- SALARY** : R122 841 p.a.
- CENTRE/S** :
- | | |
|------------------------------|--------------------|
| Kroonstad Weighbridge | Ref. PWRT 2007/015 |
| Warden | Ref. PWRT 2007/016 |
| Bloemfontein Testing Station | Ref. PWRT 2007/017 |
| Trompsburg | Ref. PWRT 2007/018 |
| Edenburg | Ref. PWRT 2007/019 |
| Gariepdam | Ref. PWRT 2007/020 |
| Wepener | Ref. PWRT 2007/021 |
| Senekal Weighbridge | Ref. PWRT 2007/022 |
| Winburg | Ref. PWRT 2007/023 |
| Harrismith | Ref. PWRT 2007/024 |
| Zastron | Ref. PWRT 2007/025 |
- REQUIREMENTS** :
- A senior certificate or equivalent qualification as well as a Traffic Officer Diploma.
 - Knowledge of and experience in law enforcement.
 - At least six (6) years experience in Traffic Law Enforcement
 - A valid unendorsed code eight (8) driver's license.
- RECOMMENDATIONS** :
- Supervisory experience will be a strong recommendation.
 - To ensure a safe road traffic environment through the execution and supervision of continuous law enforcement actions.
 - It is expected of the successful applicant to identify problems, recommend and implement appropriate solutions.
 - Capable of managing and supervising staff performance as well as resources under his/her control.
 - The ability to identify the training needs of staff and put in place proper measures to ensure that these needs are addressed accordingly.
- DUTIES** :
- Key Performance areas:
- The management and supervision of the performance and activities of sub-ordinates.

- Controlling of Administration with respect to the administering of claim forms, checking of kilometers traveled, the condition of equipment being utilized, handling of complaints from staff and public and other duties.
- Ensuring the continuous compliance and application of relevant prescripts and policies.
- Application of the Road Traffic Legislation in order to promote road safety by inter alia: supervision of staff in order to ensure the identifying and eliminating of traffic problems; traffic offenders; addressing patrolling of roads; executing speed checks; investigating motor vehicles for roadworthiness; escorting abnormal load vehicle; and assisting in general during emergency or accident situations.
- Planning, overseeing and execution of Traffic Law Enforcement duties in respect of point duty controls, road blocks and other special operations, administering the testing of instructors from driving schools and administering the warrants of arrest, supervision and authorization of the issuing of learners and drivers licenses.
- Be able to work under pressure.
- Must work overtime.
- Must work on Easter/Christmas holiday periods, long weekends, to work night duty and on weekends.
- Must comply and enforce all policies of Government and the Department.

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