





Assistant Directors: District co-ordinators

Department of Community Safety and Transport  
Directorate; Provincial Transport Registrar  
Closing Date; 05 December 2008

- POSTS** : 3 Assistant Directors
- SALARY** : R 174.243.00 per annum ( salary level 9)
- REFERENCE** : CST/ASD/011/08
- CENTRES/DISTRICTS** : 1.Motheo  
2.Thabo Mofutsanyane  
3.Fezile Dabi
- REQUIREMENTS** : An appropriate Degree or National Diploma or suitable equivalent . High evolved computer literacy in word, Excel and Outlook. Knowledge of sound Human Resource Development practices Ability to work under pressure. Valid Drivers License( Code B).
- RECOMMENDATIONS** : Knowledge of relevant acts, policies and legislative framework. Highly evolves verbal and written communication skills. Relevant training and skills development experience will be an advantage. Well developed presentation and facilitation skills. Possess excellent interpersonal skills

**KEY PERFORMANCE AREAS:**

- To facilitate the Registration of the Associations and Operators in the District and Deregister members due to death or any other stated reason.
- To establish, monitor and maintain a data base ( RAS and Olas ) of the Associations, Operators, routes, vehicles and conflicts in the District.
- To do situational analysis and training needs of the taxi industry and inform training accordingly.
- To investigate and resolve conflicts among Operators and between Associations and play a mediation role.
- To co-ordinate training for Operators, and monitor general elections and by-elections of the Associations.

- To attend executive and general meetings of the respective Associations in the District as an observer, so as to assist the Registrar to act proactively.
- To ensure the effective supervision and control of human and other resources in the District.
- To ensure the effective implementation of public Transport management at a District level.

**ENQUIRIES**

**: Mr ST Lekhema Tel. (051) 4037489**

**APPLICATIONS**

**: Please forward your application to: The Head:  
Department of Community Safety & Transport, P.O. Box  
119, Bloemfontein, 9300, OR hand delivered @ Room  
217 PERM building, Maitland Street, Bloemfontein,  
9300, For attention: Mr II Mekwa.**

**CLOSING DATE**

**: 05 December 2008**

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**The Free State, Department of Community Safety & Transport is an equal opportunity affirmative action employer.** It is our intention to promote representativity (race, gender, and disability) in the department through filing of these posts and the candidates whose appointment/promotion/transfer will promote representativity will receive preference.

**NOTE:** Applications must be submitted on a Z83 obtainable from any Public Service Department accompanied by certified copies of qualifications, identity document and driver's license specifying the district applying for. Verification on qualifications and South African citizenship will be conducted and no e-mail or faxed applications will be considered. Correspondence will be limited to short listed candidates only.

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