

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department*

**APPLICATIONS**

Applications stating the relevant reference number must be sent to:  
Head of Department: Department of Transport, Safety and Liaison,  
Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368,  
Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022,  
applicants are submitting Z83 and CV Only,

**FOR ATTENTION  
CLOSING DATE  
NOTE**

Ms.J.J.Jafta  
22 December 2025

Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Shortlisted candidates will be required to submit proof of RSA Citizenship/Permanent Resident permit. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All shortlisted candidates shall undertake two pre-entry assessments. One of which shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

**DIRECTORATE:**

**TRANSPORT REGULATIONS**

**POST**

**: PROVINCIAL INSPECTORS X 18**

**SALARY**

**: R269 499 – R317 463 per annum (Salary level 6)**

**CENTRE**

**: Calvinia X 2,  
Colesberg X 2,  
Jan Kempdorp X 3,  
Mothibistad X 4,  
Olifantshoek X 1,**

Richmond X 2,  
Springbok X 1  
Upington X 3

**REFERENCE NO.** : Calvinia X 2, S4.1/11/01  
Colesberg X 2, S4.1/11/02  
Jan kempdorp X 3, S4.1/11/03  
Mothibistad X 4, S4.1/11/04  
Olifantshoek X 1, S4.1/11/05  
Richmond X 2, S4.1/11/06  
Springbok X 1, S4.1/11/07  
Upington X 3, S4.1/11/08

**REQUIREMENTS** : Matric Certificate,  
Traffic Officer Diploma from accredited training institution as recognised by RTMC.  
A valid driver's license code B manual transmission  
Computer literate  
Medical Examination proof - Be medical fit and work under strenuous conditions  
SAPS Clearance Certificate- No criminal record or case pending against you  
Be willing to be vetted.

**KNOWLEDGE AND SKILLS:** Good record and resource management  
Good customer relationship management abilities  
Completion of law enforcement documents  
Knowledge and understanding of road traffic and public transport legislation, policies and guidelines  
Knowledge of vehicle inspections and vehicle impoundment  
Knowledge of firearm and ammunition Act 60/2000  
Code of conduct within the Public Service  
Knowledge of overload control and escort duties  
Knowledge of operational guidelines on law enforcement equipment  
Ability to work under pressure  
Good observation skills (moving violations/defects)  
Good driving and negotiation skills  
Sound interpersonal and conflict resolution skills  
Good written and verbal communication skills in at least two of the provincial official languages

**DUTIES** : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations  
Provide visible Traffic Control/ Policing  
Perform all administrative activities and related duties  
Perform standby duties and shifts.  
Work over weekends and public holidays when required  
Attend to accidents and provide traffic control duties

**NB:** Applicant may be transferred/ deployed to any station within the province where the need is identified, at the discretion of the department

**POST**

**CASHIERS SUPERVISOR X 6**

**SALARY**

R308 154.00 – R362 994- 00 per annum (Salary level 7)

**REGISTERING AUTHORITY**

De Aar (Pixley ka Seme District) X 1  
Churchill (John Taolo Gaetsewe district) X 1  
Upington (ZF Mgcawu district) X 1  
Springbok (Namakwa District) X 1  
Kimberley (Frances Baard District) X 2

**REF**

De Aar (Pixley ka Seme District) S4.1/11/09  
Churchill (John Taolo Gaetsewe district) S4.1/11/10  
Upington (ZF Mgcawu district) S4.1/11/11  
Springbok (Namakwa District) S4.1/11/12  
Kimberley (Frances Baard District) S4.1/11/13

**REQUIREMENTS**

Grade 12 with 3-5 years' experience in Revenue sector/environment **OR**  
Post Matric Qualification in Financial Management/Accounting/Economics

In line with the Competency Framework for Financial Management (CFFM, National Treasury, 2010), candidates must demonstrate technical competencies at Level 7-8 in Revenue Management, including thorough knowledge of the legislative and regulatory framework (e.g., Public Finance Management Act, 1999; National Road Traffic Act, 1996 and Regulations; National Treasury Regulations; and departmental policies/procedures/delegations) applied in complex revenue collection scenarios

Key skills include supervising compliance with revenue policies, overseeing accurate collection/recording/reconciliation of revenue, managing banking interfaces and safeguarding of cash/source documents, preparing revenue reports, and interpreting relevant legislation for query resolution. Attributes required: accountability in monitoring compliance, initiative in policy implementation, and ethical stewardship in revenue handling.

Computer literacy Computer literacy (proficient in Microsoft Excel for data manipulation and analysis; data analysis techniques for identifying trends and discrepancies; creation and maintenance of dashboards for revenue visualisation and monitoring; and reconciliations of financial records and reporting)

Sound interpersonal and communication skills (written and verbal)

Ability to work independently and deadline driven

No criminal record

Valid Driver's License

**DUTIES**

Supervising subordinates and the activities of registering authority cashiers at provincial motor vehicle license (MVL) renewals sites

Verifying the daily control and face value count sheets, of registering authorities

Performing queries on the National Traffic Information System (NaTIS)

Handling general and NaTIS related enquiries from clients

Verifying and reconcile revenue collected

Monitor the clearing of bank adjustment suspense account

Liaising with Provincial Helpdesk

Maintaining proper filing system

Interpretation of the National Road Traffic Act and its Regulations

Submitting reports to management

Keeping and maintaining PMDS reports of subordinates

To maintain high level of professional ethics

To sign contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and NaTIS Undertaking (NUU)

**THE FOLLOWING WILL SERVE**

Good interpersonal skills, verbal and written communications skills

**AS RECOMMENDATIONS**

Ability to work under pressure and display initiative

Planning and general administrative skills

**NOTE**

**Persons with disabilities are encouraged to apply**

**NOTE**

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**Youth and Woman are encouraged to apply**

**Enquiries**

:

Mrs J. Jafta

**Cell**

:

069 772 6279/ 078 249 1561

**ALL APPLICATIONS SHOULD BE SUBMITTED USING THE LINK BELOW:**

**<https://form.jotform.com/253152788411559>**