



INTERNAL MEMO

TO : To Senior Management
And All Staff

FROM : Human Resource Development

DATE : 30 October 2025

SUBJECT : Extension of the bursary advertisement

The above matter refers

1. The aim of the bursary advert serves to inform all officials on the available bursaries within the Department.
2. On September 2, 2025, an advertisement for departmental bursaries was distributed, with a deadline of September 30, 2025. To let everyone know about the available bursaries, the Departmental Communications Unit sent the advertisement to all official emails of officials. Not all officials were aware of the bursary advertisement due to technical difficulties; some only found out about it a day before it was set to close.
3. The senior manager of Corporate Services decided to reopen the application process for bursaries from November 03, 2025, to November 15, 2025, in order to provide all officials with an equal chance to apply.
4. Attached is a copy of the bursary advertisement for easy reference.

Kind regards

Dr. G. Parker

Senior Manager: CS

Date:



**DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON
ISEBE LEZOTHUTO, EZOKHUSELEKO NONXULUMANO
LEFAPHA LA DIPALANGWA, PABALESEGO LE BOGOKAGANYI
DEPARTEMENT VAN VERVOER, VEILIGHEID EN SKAKELING**

Noord-Kaap Provinsie / Northern Cape Province
Phondo Lomanda Kapa / Morofeni ya Kapa Bokone

INTERNAL MEMO

INTERNAL BURSARIES ADVERTISEMENT

In an attempt to assist serving employees of the Department to maximize their potential and effectiveness in the performance. The department is allocating bursaries to employees to create an opportunity for staff to equip themselves with required qualifications/ at formal educational institutions.

1. WHAT THE BURSARY COVERS

- The bursary covers for registration, tuition and study materials.

2. REQUIREMENTS

- Serving employees of the Department
- Granting of financial assistance to be supported by the Manager/Supervisor,
- Successful applicants to complete and sign the prescribe undertaking,
- The employee must furnish the department with satisfactory proof of his/her registration for commencement of each year been made known by the examination authority

3. SELECTION CRITERIA

- There must be a dire need for the qualification within the Department the employee intends to study towards
- The employee's academic records.
- Preference will be given to applicants who meet the training needs of historically disadvantaged person
- The study is undertaken at tertiary institution which is most cost effective and least disruptive to hours of work of the Department.
- **Please note: As per Human Resource Plan, the bursary aimed to address the following critical and scarce skills within the Department.**
 - National Diploma, B-Tech, Advanced Diploma, or B Degree in Health and Safety Management
 - National Diploma, B-Tech, Advanced Diploma, or B Degree in Road Transport Management
 - National Diploma, B-Tech, Advanced Diploma, or B Degree in Transport Economics & Planning
 - National Diploma, B-Tech, Advanced Diploma, or B Degree in Business Process Management
 - National Diploma, B-Tech, Advanced Diploma, or B Degree in Risk Management

4. HOW TO APPLY

Application forms can be obtained from all Managers in the Provincial Office, Regional Office and Traffic Station and from Human Development Section. Please forward applications to;

Post to: **The Head of Department**
Private Bag X 5016
Kimberley
8300

Attention Mr. S. Tidikwe & Ms. G. Pholo: 069 773 0503 : **SUBMISSION DEADLINE 17 NOVEMBER 2025 @ 16h00**