

RE: ADVERTISEMENT

ANNEXURE A

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,

Southern Life Building, Cnr Du Toitspan and Chapel Street,
Kimberley, 8300.

"Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form Only

Applications may be emailed to dtsl_recruitment.ncpg.gov.za

FOR ATTENTION Ms.J.J.Jafta

CLOSING DATE 14 November 2025

NOTE Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. 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. 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 post. 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 will 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 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 : OFFICE OF THE HEAD OF DEPARTMENT

POST DEPUTY DIRECTOR ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL

REF NO: S4.1/07/01

SALARY LEVEL 11 : R896 436 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : KIMBERLEY

REQUIREMENTS : Bachelor's degree in administration/ public administration and/or equivalent qualification at NQF level 6 three (3) years' experience applicable to the relevant discipline at Assistant Director level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts.

DUTIES : Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority.

NOTE (Women and persons with disabilities are encouraged to apply)

Those who previously applied need not re-apply

Enquiries Mrs J Jafta

Cell_ 069 224 6157

Email address dtsl_recruitment@ncpg.gov.za