

Post: Chief Director: Provincial Secretariat (5 Year- contract) Salary: R1 494 900 per annum (all-inclusive remuneration package) Salary Level: 14 Station : Mioembella Ref No : DCSSL/CD/PS/M/2025

tequirements: A recognised Bachelor's Degree (NOF 7) in Public Administration/Public and anagement/ Social Science or related field. An appropriate post-graduate qualification at languagement Social Science or related field. An appropriate post-graduate qualification at languagement Level, preferably in Civilian Oversight environment as well as in the field of monitoring and evaluation, policy and research, stakeholder relations and strategic anagement. Experience in programme management as well as diversity and change shangement. Experience in programme management as well as diversity and change shangement. Experience in programme management as well as diversity and change shangement. Propring the state of the priorities of accomment. Experience of Civilian Secretariat for Police Service Act, South African South Arrican Service Act, PMA and Treasury Regulations. Colear undestranding of the priorities of accomment. Experience of Civilian Secretariat for Police Service and departmental service of the Police Service and the state of the propriet and service of the Police Service of the Secretariat for Police Service on the service of the Police Service of the Republic contemplated in section of 199(I) of the Constitution.

Key Performance Areas: To provide policing oversight in the Mpumalanga Province. To conduct research into any policing matters and make available, recent, relevant and evidence-based Research recommendations for planning and implementation purposes. To co-ordinate Social Crime Prevention strategies through improved community participation. To promote good working relations between the Police and the Community. To establish and promote Partnership with Stakeholders in the Fight Against Crime. To provide administrative support to the Programme and the Management of both Human and Financial Resources of the Provincial Secretariat.

st: Director: Provincial Police Oversight lary: R 1 266 714 per annum (all-inclusive remi

rements: A recognised Bachelor's Degree (NQF 7) or equivalent qualifications year's relevant experience at Middle Management Level. Working knowledge of Sector Regulatory Framework. Proven leadership and management skills, strategy openent and computer literacy (MS Word, Excel and PowerPoint). Well-developed preonal skill. Good public relation communication and writing skills. A valid driving

Verformance Areas: To manage Monitoring and Evaluation of the conduct and ctioning of South African Police Service (SAPS). To manage Monitoring and Evaluation the implementation of police policies and directives. To supervise compliance with Domestic Violence Act (Act no: 116 of 1988), policies and guidelines. To manage Management of complaints against police. To manage the implementation of the service or manage the Monitoring and Evaluation of the service twenty of police units in the Provincial Police Commissioner and specialized units. To nage the Monitoring of Districts courts through the Court Watching Briefs Programme.

Director: Partnership : R 1 266 714 per annum (all-inclusive · Level: 13

Station: Mbombela Station: DCSSL/D/PO/M/2025

uirements: A recognised Bachelor's Degree 5 year's nelevant experience at Middle Man; 6 year's defevant experience at Middle Man; 10 Sector Regulatory Framework, Undestandi loipation Framework, government policies, 1 yeas, Advanced report writing skills, policy poissis, Movancagement skills, strategic man; 12 Excel and PowerPoint), Well-developed in munication and writing skills. A valid driving lice ris Dagree (NOF 7) or equivalent qualifications filldels Management Level. Working knowledge of Indidestanding of stakeholder management, Public Indiestanding of stakeholder management, Public policies, policy implementation and evaluation s, policy presentation and protocol skills. Froven rategic management and computer literacy (MS systopped interpersonal skill. Good public relation of driving licence.

I Performance Areas: Manage the identification of role players to support crinimention. Develop, manage and continuously update the database of stakeholders are prevention initiatives. Facilitate the development of formal partnership and significant partnership and significant partnership and significant promote partnership with key stakeholders to support to relation. Establish and promote partnership with key stakeholders to support the promote partnership with the promote to support the promote partnership with the promote partnership par

ost: Director: Management Accounting slary: R 1 266 714 per annum (all-inclusive remuneration package) slary Level: 13 tation: Mbombela ter No: DCSSL/D/MA/M/2025

ents: A recognised Bachelor's Degree (NQF 7) in Accounting, Finance. Cost and ment Accounting or equivalent qualifications with 5 year's relevant experience at nagement Level. Working knowledge of Public Sector Regulatory Framework. Adership and management skills, strategic management and computer literacy Excel and PowerPoint), Well-developed interpersonal skill. Good public relation and writing skills. A valid driving licence.

Key Performance Areas: To oversee the budget preparation process, provide act and support to the stakeholders and review the budget prior to submitting to the relax stakeholders. Develop and implement monthly, quarterly and half yearly finan performance reporting in terms of Public Finance Management Act of 1999 section Provide support and sound financial advice to the Department. Provide timely, accurate relevant reports to all stakeholders. Manage preparation of Annual and Interm relevant reports to all stakeholders. Manage proparation of Annual and Interm Statements in terms of Modified Cash System. Manage bookkeeping services.

st: Director: Revenue Management ary: R 1 266 714 per annum (all-inclusive remuneration package) ary Level: 13

ealary Level: 13 Station: Mbombela Ref No: DCSSL/D/RM/M/2

Requirements: A recognised Bachelor's Deg or equivalent qualifications with 5 year's n Level. Working Knowledge of Public Sector R management skills, strategic management a PowerPoint). Well-developed interpersonal st writing skills. A valid driving licence. egree (NOF 7) in Accounting, Finance, Auditing relevant experience at Middle Management Regulatory Framework, Proxon leadership and tand computer literacy (MS Word, Excel and skill, Good public relation communication and

Key Performance Areas: To oversee and optimize revenue generation, develop and implement strategies, analyze revenue itends. Develop and implement revenue management strategies. To identify opportunities for revenue growth, Manage revenue forecasts and budgets. Ensure accurate and timely reporting of financial performance and conduct in-depth analysis to identify areas for improvement, foreinfy and capitalize on and revenue opportunities. Implement and maintain revenue management systems for daily and enoughly reconciliations. Facilitate annual revision of revenue tariffs in terms of the relevant research.

ost: Deputy Director; Functional Services alary: R 896 436 per annum (all-inclusive remune alary Level: 11 tation: Mbombela ief No: DCSSL/DD/FS/M/2025

ements: A recognised Bachelor's Degree/ Diploma in Public administration or ent qualification. 3-5 years relevant experience at Junior Management Level dge of NRTA of 1996. A valid driving licence.

rformance Areas: Manage Transport Law Administration applications, Manage noe Inspections in all the centres including Driving License Testing Centres, Vehicle Stations and Manufacture importer Builder of vehicles. Manage the processing of mal Load Pemit applications in Mpumalanga Province. Manage physical, financial ran resources of the section.

st: Assistant Director: Office of the HOD (01 post) ary: A 458 459 per annum ary level: 09 tion: Mbombela: Ref No: DCSSL/AD/HOD/M/2025

ents: A National Diploma (NQF 6) in Public Management/ Administration or qualification with 3 year's relevant experience. Understanding of processes, and administrative functions. Sound understanding of the Public policies, Public and administrative functions. Sound understanding of the Public policies, Public Applications, Excellent leadership and interpersonal skills, and verbal communication skills. Computer literacy, A valid driving licence will advantage.

Werformance Areas: Assist in managing and coordinating the administrative functions the Office of the HOD. Coordinate meetings with stakeholders/institutions and the ponse required from the Departmental Programme Managers. Generate correspondence ocuments. Promote sound financial management within areas of responsibility in as far budgeting and expenditure for the Office of the HOD. Design, develop and maintain orderly and efficient system reception, administration, office information system and hives in the Office of the HOD. Supervision of staff. Perform duties as delegated by the nager or HOD.

sst: Oversight Monitoring Officer: Regional Police Oversight (04 posts) lary: R 397 116 per annum lary level: 08 siton: Ermelo (02): Ref No: DCSSL/OMO/RPO/E/2025 waMhlanga (02) Ref No: DCSSL/OMO/RPO/K/2025

Iments: A National Diploma (NOF 6) in Administration or equivalent qualification, is relevant experience in the related field (Oversight Monitoring & Evaluation), ge of the Civilian Secretariat Act, South African Police Act, Domestic Violence Act Constitution of the Republic of SA, Ability to work without supervision and travelely. Computer literacy, A valid driving licence.

Performance Areas: To monitor police conduct. To oversee the effectiveness and ency of the police service on policy compliance, including receiving reports on the f monitoring reports. Collection of data on police against the police service.

Community Liaison Officers: Partnership (03 pósts)
y: R 397 116 per annum
r (avei): 03
r (avei): 05
r: Mbombela (01): Ref No: DCSSL/CLO/P/M/2025
elo (01): Ref No: DCSSL/CLO/P/K/2025
Mhianga (01): Ref No: DCSSL/CLO/P/K/2025

ents: A National Diploma (NQF 6) in Administration/Policing or equivalent in plus 3 year's relevant experience. Willingness to work under pressure. literacy, A valid driving licence.

Key Performance Areas: Facilitate the establishment of Community Safety Forum (CSF) per municipality. Facilitate workshops of Community Safety Forum (CSF) and Community Police Forum (CFF) Deploy Tourism Safety Monitors (TSM) at police stations and port of entries. Conduct daily monitoring of TSM. Distribute and collect claim forms of TSM on a monthly basis. Deploy Crimne Prevention Wardens per police station (CPW). Conduct daily monitoring of (CPW). Distribute and collect claim forms of (CPW) on a monthly basis.

Post: Principal Provincial Inspector/Facilitator (07 posts) Salary: R 397 116 per annum Salary Isvel : 08 Station: Mkhuhlu (MTTC): Ref No: DCSSL/PPI/F/MK/2025

Requirements: Grade 12 certificate or higher qualification, in possession of a Basic Traffic Diploma. Education, Training and Development Program certificate. (EDT P). 6-10 years' working experience in the field. Excellent communication and facilitation stills, in depth Knowledge of NRTA legislation. Registered as an assessor or moderator with SASSETA or LGseta. Knowledge (understanding) of Natis will be an added advantage.

mance Areas: To facilitate, theoretical and physical training on arms and . To facilitate training on theoretical and practical training for Municipal, Traffic ameriship for Basic Traffic Officers and Provincial Inspectors. To facilitate safe keeping of freams and ammunition. To facilitate training on inspection for equipment, Assess learners for Basic Traffic Officers and Traffic Waden for To develop assessment tools and conduct assessments of learner's portfolio. To ensure achierence to Professional Conduct as the spring of these of the same achieves of the same achieves and traffic Waden for the same achieves and traffic Waden for the same achieves and the same achieves of the same achieves and the same achieves of the same achieves and the same achieves achieves and the same achieves and the same achieves and the same achieves and the same ac

Security Monitoring Officer: Security Manage /: R 325 101 per annum / level: 07 ent (02 posts)

tion: KwaMhlanga f No: DCSSL/SMO/SM/K/2025

uirements: A National Diploma (NOF 6) in Security Management/Policing/Criminology juvialent qualification. Professional registration with PSIRA Grade C.3 year's relevant fence in the field of Security Management preferably in the Public Sector. No criminal do cany cases pending against you. A valid driving licence. Skills and Competences: viedge in physical and security administration. Effective communication skills (written verbal). Report writing and problem solving skills. Knowledge of relevant application verbal). Report writing and problem solving skills. Knowledge of relevant application critic legislation and regulations. Administration or equivalent qualification. Computer for.

Performance Areas: Monitor compliance to be provided on a potentiment sites. Complie ris plans for approval and submit reports or relevant stakeholders on matters affecting de submitted on the provision of security contract. to the provision of the contract by private illie dally, weekly and monthly reports and on findings. Laise with client departments day-fo-day activities. Facilitate recovery for Enforce strict discipline in order to ensure

Post: Assistant Director (01 Post)
Salary: R 468 459 per annum
Salary level : 09
Station: Volkrust: Registration & Licensing Centre
Ref: DCSSL/AD/VOL/2025

ements: A National Diploma (NQF 6) in Public Management or equivalent ation with 3 year's relevant experience. Extensive understanding of eNatis and the ary knowledge of the National Road Traffic Act, 93 of 1996 and the PFMA.

rmance Areas: Implement the National Road Traffic Act, 93 of 1996 on the of vehicles and driver's license. Manage and monitor the registration and occess at the registering authorities. Concuct inspection to determine compliance is sensitive transaction in the region. Ensure security compliance in system ion. Facilitate Enatis training audit. Control the budget and expenditure of the

st: Senior Examiner-EOV (01 Post)
lary: R 397 116 per annum
lary level : 08
strong volkrust Registration & Licensing Centre
strocssuseEcov/VOL/2025

sments: Diploma of Examiner of Motor Vehicles. Grade B with Code EC1/EC driving Computer literacy 2-3 years' experience as an Examiner. Grade A Diploma in Motor s will be an added advantage. Knowledge of the NRTA/NLTA and NaTIS.

Performance Areas: Assign test to examiners. Manage the test of motor vehicles for worthiness. Manage the recording of test results. Manage the authorization of issuing adworthy certificate. Supervision of staff and ensuring filing of documents.

Post: Senior Examiner-EDL (01 Post)
Salary: R 397 116 per annum
Salary level: 08
Station: Volkrust Registration & Licensing Centre
Ref: DCSSL/SE/EDL/YOL/2025

rements: Diploma of Examiner of Driving Licence, Grade B with Code ECOLEG. licence. Computer literacy, 25 years' experience as an Examiner, Grade A Diploma ing licence will be an added advantage. Knowledge of the NRTA/NLTA and NaTTS.

Key Performance Areas: Assign test to examiners. Manage the test of Driving Licence for road worthness. Manage is exocuting of test results. Manage the authorization of issuing of roadworthy certificate. Supervision of staff and ensuring filing of documents.

Post: Examiner-EDL (2 Posts)
Salary: R 325 101 per annum
Salary level: 07
Station: KwaMhilanga Registration & Licensing Centre
Station: KwaMhilanga Registration & Licensing Centre
Ref:DCSSL/E/EDU/KM/2025
Ref:DCSSL/E/EDU/KM/2025
Requirements: Diploma of Examiner of Driving Licence Grade A with Code EC1/EC driving Icence. Computer literacy. Knowledge of the NRTA/NLTA and NaTIS.

Performance Areas: Render effective testing of applicants for learners and driving isses. Capture learners' license and driving license test tesuits on the NaTIS. Conduct test for learners and driving licenses applications. Record test results. Authorize the e of learners and driving licenses.

Post: Administration Officer-Registration & Licensing Centre (05 Posts) Salary: R 325 101 per annum Salary 18 325 101 per annum Salary level: D7 Salary Salary level: D7 Salary Salary Salary Salary Salary Salary level: D7 Salary S

Requirements: A National Diploma (NOF 6) in Administration/Management or equivalent qualifications with 3 year's relevant experience. Knowledge of NATIS and NRTA/NLTA will be an added advantage.

Key Performance Areas: Perform administration function in relation to Registration and Licensing of driving licenses and motor vehicles. Preparedness to work under pressure. Manage records and asset, Compile daily cash-up and weekly and monthly reports. Handle correspondences. Supervision of staff. Post: Administration Clerk (10 Posts) Salary: R 228 321 per annum Salary level: 05

(01) Ref. DCSSL/AC/MW2025 Klasust Registration & Licensing Centre (07) Ref. DCSSL/AC/MW2025 Restort Registration & Licensing Centre (02) Ref. DCSSL/AC/AM/2025 Restort Registration & Licensing Centre (01) REF DCSSL/AC/AM/2025

Irements: Higher Certificate/Diploma (uter literacy will be an added advantage (NOF 5). of NaTIS and NRTA

Key Performance Areas: Perform Registration and licensing functions. Learners Driving licenses and roadworthy certificates. Keep all records of production work. Preparedness to work under pressure.

Post: Registry Clerk (03 Posts)
Salary: R 228 321 per annum
Salary: R 228 321 per annum
Salary: R 228 321 per annum
Salary: Sa

ments: Higher Certificate/Diploma (NQF 5) in Records Management/ Management, Information science. Experience in the field of Records Manage tge of National Archives Acts. Computer literacy will be an added advantage

Key Performance Areas: Receive, sort, date stamp and distribute incoming documents. Handle outgoing mail and taxes. Administer postat services, document tracing, storage and retrieval of files. Mahhain filing system and registers. Pod files for future reference. Keep safe and dispose records in terms of National Archives Acts.

ments: Matric/Grade 12. Good verbal and written communication skills. Good sonal skills and must be multi-lingual. Computer literacy will be an added advantage.

Post: Receptionist (01 Post) Salary: R 193 359 per annum Salary level: 04 Station: Kwalinhanga Registration Ref: DCSSL/R/KM/2025

Key Performance Areas: Handle and manage incoming calls and direct them accordingly. Manage the reception area. Professionally respond to queries pertaining to the Department and its functions. Receive and guide them properly.

Post: Cleaner (06 Posts)
Salary: R138 486 per annum
Salary Level: 02
Station: KwaMhlanga Registration & Licensing Centre (03) Ref: DCSSL/C/KM/2025
Station: KwaMhlanga Registration & Centre (02) Ref: DCSSL/C/VOL/2025
:Volkrust Registration & Licensing Centre (01) Ref: DCSSL/C/ARM/2025

Requirements: ABET. Ability to utilize a limited range of basic cleaning equipmenthods and materials to keep specific work areas clean and tidy. Medical fitness capacity to perform strenuous tasks.

Key Performance Areas: Clean and create an orderly environment. Operate cleaning machine. Pollsh floor using polishing machine. Handle cleaning equipment. Check, provide and empty waste bags. Provide refrashments when needed. Perform other duties as may be required.

Post: Groundsman (05 Posts)
Salary: R138 486 per annum
Salary: H138 486 per annum
Stalory Level: 02
Stalory: Kwakhlanga Registration & Licensing Centre (03) Ref: DCSSL/G/KM/2028
Volkrust Registration & Licensing Centre (02) Ref: DCSSL/G/VOL/2025

Requirements: ABET. Ability to utilize a limited range of basic cleaning equipn methods and materials to keep specific work areas clean and tidy. Medical filmess capacity to perform strenuous tasks.

Key Performance Areas: Take care of the grass by watering it and mowing it when necessary. Trimming the trees and ensuring that they are able to grow unimpeded. Fertilize the soil, clear away natural waste and ensure that the outdoor space is free of garbage, among other tasks. Perform other duties as may be required.

Post: Data Capturers (2 Posts) (12 Months contract) Salary: R 72 000 per annum Station: Mbombola Ref No: DCSSL/DC/M/2025

Matric/Grade 12. Knowledge of EPWP Programme & Reporting System ation skills (Written & Oral). Commitment to meet quality standard

Key Performance Areas: Render capturing services on the EPWP Reporting System on behalf of the Department. Ensure information capturing is accurate and in good standards. Transcription of data from source documents into EPWP Reporting system. Accurate capture of EPWP data into the Web Based Reporting System. Recording reported chata against verified data in the system. Monitor data in the system on a timeous basis. Analyse data captured and correct discrepancies in the system. Execute projects related administration duties.

nd applications on the new 283 form should be fully completed on the link provided and upload and adetailed Curriculum Vitae only. https://forms.cloud.microsoft/r/CXth9fa.9y and a detailed Curriculum Vitae only. https://forms.cloud.microsoft/r/CXth9fa.9y be Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, fallure to provide accurate information on a job application as well as incomplete information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will objected on a pre-entry assessment and the professor of the applications received. All shortlisted candidates will be subjected to a pre-entry assessment and the professor of the applications received. All shortlisted candidates will be subjected to a pre-entry assessment and the professor of the applications are subjected to a Completency Assessment test to determine the final outcome of appointment. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful. It is our intentioning to promote representivity (race, gender and disability).

hard copy app

Head Office & Ehlanzeni Region: Ms LS Mahlangu (013) 766 4028/ 4057/4019.
Nkangala Region (KwaMhlanga Government Complex): Ms A Saku (013) 766 4905
Gert Sibande Region (Batho Pele Buliding): Ms S Masango (017) 811 1433
Bohlabela Region (MTTC): Ms N Mathebula (013) 766 9152



date: 08 gust 2025 at 16H15.

