

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to those candidates whose appointment will assist the department in achieving its employment equity targets at specific levels in terms of the Department's Employment Equity Plan (People with disabilities and Coloureds, Whites and Women of all races at Senior Management level).*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts
- CLOSING DATE** : 13 February 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELOEN

- POST 04/44** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**  
**REF NO: (DOT/HRM/2017/01)**  
(Branch: Administration (Office of the Chief Operation Officer)  
(Chief Directorate: Human Resource Management and Development)
- SALARY** : All- inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicable Bachelor or equivalent Degree at NQF Level 7 as recognised by SAQA plus a minimum of six to ten (6-10) years of experience in Human Resource Management at Senior Management of Middle Management Level. The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
- DUTIES** : Ensure the planning of human resource for current and future services by: Developing and implementing Departmental HR Plan, Develop HR strategies and best practices in line with the DPSA directives, Legislative prescripts, Acts and collective agreements, Provide HR advisory support and information services for the Department. Manage the recruitment and Selection Process by: Managing all the vacancy adverts in the Department, Manage applications, response handling & shortlisting processes, Manage and maintain recruitment and job description database, Manage all aspect of the selection process including competency assessment, Conduct research, develop implement and recruitment and selection policy and strategies in line with legislative framework, Ensure the implementation of the Employment Equity Act. Manage condition of service and remuneration of

employee by: Manage the administration of service benefits, manage the administration of recruitment and placement of staff in the department, manage PERSAL matters, Manage service terminations. Promote and maintain sound Employee Relations by: Manage Labour Relations Services and manage collective bargaining processes. Manage and control the Directorate by: Ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, establishing and maintaining governance and administrative system's continuity within the work of the branch, developing financial reports for forecasting, trending and results analysis, prepare and submit implementation plans, evaluate projected spending plans, Ensure the compilation of the annual report and strategic plan of the directorate and Ensure monitoring & evaluation is carried out in all areas of the directorate.

- ENQUIRIES** : Mr Moses Maswanganye Tel no: 012 309 3041
- POST 04/45** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE REF NO: (DOT/HRM/2076/02)**  
(Branch: Administration)  
(Chief Directorate: Human Resource Management and Development)  
(Directorate: Human Resource Development and Performance Management)
- SALARY** : All-inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Bachelor Degree or Advanced Diploma in Human Resource Management / Public Management at NQF Level 7 as recognised by SAQA plus a minimum of five (5) years' experience at Senior Management or Middle Management Level. The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
- DUTIES** : Provide internal capacity development programme by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skill Plan, Administrate and manage Educational Programmes, Render a Secretariat services to the Human Resource Development Committee and Administrator bursaries: Ensure capacity development for the transport sector by: Developing and maintaining external capacity policies, Initiating transport programmes for historically disadvantaged, Manage the Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, Managing the performance assessment and incentive programmes, Facilitate training on performance system, Provide guidance to staff on performance system. Manage and control the Directorate by: Ensuring compliance with all administrative requirements, Regulations , rules and instructions pertaining to the branch, Establish and maintain governance and administrative system's continuity within the work of the branch, Develop Financial reports for forecasting, Trending and results analysis, Prepare and submit implementation plans, Evaluate projected spending plans, Monitor quality control of work, Ensure the compilation of the annual report and Strategic Plan of the Directorate, Monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the Directorate
- ENQUIRIES** : Mr Mose Maswanganye Tel no: (012) 309 3041
- POST 04/46** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: (DOT/HRM/2017/03)**  
(Branch: Administration (Office of the Chief Financial Officer))  
(Directorate: Internal and Control Compliance)
- SALARY** : All-inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A Bachelor of Commerce Degree in Finance, Auditing or Accounting at NQF 7 as recognised by SAQA. Five (5) years' experience at Middle Management within

Finance of which three (3) years must be in Internal Control. Note: Required knowledge, experience and skills: Sound knowledge of Government Processes, Excellent knowledge of PFMA, Treasury Regulations and MTEF processes, Auditing knowledge, Ability to analyses and synthesize information, Ability to interact at Executive Level, Sound knowledge of Internal Control Framework, Communication skills (verbal and written), Advanced Project Management, Advanced Computer skills, The candidate must be willing to work beyond normal working hours and to travel from time to time.

**DUTIES**

: The candidate will expected to take overall responsibility to: Implement and maintain internal control systems and processes, Maintain a formal process for dealing with irregular, unauthorized, fruitless and wasteful expenditure. Develop and review financial policies, Manage internal and external audit queries and reports, Present action plans address audit queries / control weaknesses to the Audit Committee and Executive Committee, Review and analyse reports from Office of the Auditor-General, Internal Audit Unit, Investigations and any other professional institution for audit findings relating to the internal control systems, Compile Annual and Business plans for the Directorate, Provide the Directorate annual performance plan information for incorporation in the annual report. Manage the Human Resource.

**ENQUIRIES**

: Mr. Dan Pretorius; Tel no: 012 309 3405

**OTHER POST**

**POST 04/47**

: **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION**  
**REF NO: (DOT/HRM/2017/04)**  
(Branch (Administration Office of the Director-General)  
(Chief Directorate: Strategic Planning and Cluster Coordination)  
(Directorate: Strategic Planning and Monitoring)

**SALARY**

: All inclusive salary package R 612 822 per annum.

**CENTRE**

: PRETORIA

**REQUIREMENTS**

: A Bachelor's Degree / National Diploma in Public Management or Policy Studies. A postgraduate qualification will be advantage. At least five (5) years' experiences in Public Service of which three (3) years must be have been in Strategic Planning Environment. Required knowledge, experience and skills: Knowledge of PFMA and treasury Regulations Knowledge of Strategic Planning, Good communication skills (written and verbal) and interpersonal skill. Analytical, problem solving, supervisory, facilitation and advanced computer skills.

**DUTIES**

: The candidate will be expected to take overall responsibility to Facilitate and assist in the collation and analysis of the Department Quarter and Annual Reports. Facilitate and assist with the compilation of monitoring and reporting guidelines, instructions on the content and formats as may be required by Framework for Managing programme Performance and the Policy Framework of Government-wide Monitoring and Evaluation: Ensure the development of Department's internal monitoring and reporting guidelines and ensure that they are in line with national framework. Identify challenges related to non-achievement of performance target as per the APP and provide advice to management, Represent the Department in National and Provincial meetings on matters related to monitoring and evaluation

**ENQUIRIES**

: Mr. Bosa Ramantsi; Tel no: 012 309 3288 / 3189