

## 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*

- 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** : 06 March 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.

## OTHER POSTS

- POST 07/120** : **SENIOR ADMINISTRATION OFFICER: TRAVEL SERVICES REF NO: DOT/HRM/2017/05**  
 Branch: Administration (COO)  
 Chief Directorate: Corporate Management  
 Directorate: Travel and Facilities Management  
 Sub-Directorate: Travel Services
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum, Level 08  
 : Pretoria  
 : Appropriate Bachelor Degree or National Diploma in Public Management or equivalent qualification with 3 years relevant experience in travel services OR Grade 12 with a minimum of 5 years relevant experience in travel services. Note: the following will serve as a recommendation: Proven Office Administration experience; Experience and ability to work with people; Excellent communication skills (written and verbal) Basic Financial Recording, minute taking and report writing skills; Project Management skill; Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction both internal and external; Willingness to work irregular hours.
- DUTIES** : The incumbent will be expected to take overall responsibility to: Procure, maintain operate and dispose of pool vehicles including the long term vehicles leased for Political Office Bearers (Full Maintenance Lease, Outright Purchase); Administer subsidized vehicles procured for officials within the Department (secretariat for the Departmental Transport Advisory Committee, procurement maintained, insurance, fuel claims); Manage the transport needs of Departmental staff (procurement of short term vehicles rentals); Assist staff with procurement of travel services (flights, accommodation); Assist staff with the procurement of external venues and facilitates for events hosted by the Department; Investigate and/or prepare cases in respect of irregular, fruitless and wasteful expenditure in respect of travel arrangement for consideration by the No Show Committee (Secretariat for No Show Committee).
- ENQUIRIES** : Ms E Eeland, Tel no: (012) 309 3562