

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 March 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at 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 08/29** : **DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITIES (PREs) AND MUNICIPAL REGULATORY ENTITIES (MREs) REF No: (DOT/HRM/2017/001)**
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Sub-Directorate: Provincial Regulatory Entities (Pres) and Municipal Regulatory Entities (MREs))
- SALARY CENTRE REQUIREMENTS** : All inclusive salary package R612 822 per annum
: Pretoria
: An appropriate National Diploma or Degree in Transport Management, Public Management, Office Management, Business Management, Communication or Public Relations plus 5 years' relevant experience in the Public Transport Operating Licence environment of which 2 years was supervisory. The following key competencies are essential: Good understanding of how the machinery of government works, including the linkages between the spheres of government; Good interpersonal skills, communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organising and management abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); Knowledge of Promotion of Access to Information Act (PAIA); Administration Justice Act; National Archives Acts and Regulations; Good track record in project management; Have a valid driver's licence and be willing to travel and work beyond normal working hours.
- DUTIES** : Provide Guidance and assistance to Provinces and Municipalities with the establishment of Provincial Regulatory Entities (PRE's) and Municipal Regulatory Entities (MRE's). Provide support to Provinces and Municipalities through liaising, coordination and other process associated establishment of PRE's and MRE's. Attend to their queries and problems arising from the implementation of National Land Transport Act (NLTA). Oversee the devolvement/contracting of the Operating Licences function to municipalities. Develop, review and implement standardised procedure manuals. Implementing policies procedure and code of conduct for the National Public Transport Regulator (NPTR). Lead and facilitate the conversion of permits and other matters relating to Operating Licences. Develop, roll out and oversee training and capacity building programmes. Liaise with OLB's/PRE's, MRE and other institutions/persons to maintain contact, assess efficiency, monitor problems and see that there is adherence to the procedure manuals. Establish communication channels and liaison with critical stakeholders. Attend and

		represent the Department at meetings with various stakeholders. Compile reports; performs general administrative work. Manage the sub-directorate. Ms N Mtshwene Tel no: (012) 309 3318
<u>ENQUIRIES</u>	:	
<u>POST 08/30</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2017/002</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Institutional Support)
<u>SALARY</u>	:	All inclusive salary package R612 822 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma or A Bachelor's degree in Public Administration/Management, Transport Management or Business Administration with a minimum of 5 years relevant experience in Operating Licence environment of which 2 years must be supervisory. The following key competencies are essential: In depth knowledge and understanding of Public Transport Operating Licence environment; Good understanding of how the machinery of Government works including the linkages between the spheres of Government; Good interpersonal skills; written and verbal communication; Coordination skills; Computer literacy (Ms Word, PowerPoint etc.); Report writing, organising and management abilities; Knowledge and understanding of various pieces of legislation namely Public Finance Management Act (PFMA), National Land Transport Act (NLTA), NRTA, Tourism Act, Promotion of Access to Information Act (PAIA), Administration Justice Act, National Archives Acts and Regulations and intergovernmental Relations Framework; Knowledge of the National Land Transport Information System (NLTIS); Project Management; Negotiation skills; Presentation Skills; Risk Management.
<u>DUTIES</u>	:	Manage the receiving of applications for interprovincial operating licence and accreditation of tourist transport operators. Manage verification process by cross checking tax clearance certificate with South African Revenue Services (SARS). Facilitate the publication of notices in the government gazette. Manage referral of interprovincial applications to planning authorities for comments/representations. Coordinate referral of application for accreditation to tourism authority or authorities recognised by the Minister. Manage the issuing of accreditation certificates, receipts, face value documents and application forms. Provide a secretariat support service to the NPTR. Manage records/recordings of hearings, meetings and investigations and ensure that are kept safe. Coordinate training of NPTR members and users on the new procedures and processes as outlined in the procedure manuals as well as on the adapted information systems (OLAS). Prepare briefs for the Transport Appeal Tribunal (TAT) where appeals are lodged and answering queries as per requests. Prepare quarterly reports on appeals against the decisions of the NPT. Compile the financial report for the Sub-directorate pertaining to revenues received from operating licence applications including bank reconciliation. Compile the financial report for the Sub-directorate pertaining to revenues received from operating licence applications including bank reconciliation. Manage all files of the NPTR and ensure that backups are kept electronically.
<u>ENQUIRIES</u>	:	Ms N Mtshwene Tel no: (012) 309 3318
<u>POST 08/31</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL PUBLIC TRANSPORT REGULATOR SECRETARIAT REF NO: DOT/HRM/2017/003</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Institutional Support)
<u>SALARY</u>	:	R311 784 per annum per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree Transport Management, Public Administration, Business Management or Office Management plus 3 years' relevant experience in the field of Public Transport Operating Licence environment. Experience in the provision of secretariat support to Boards and Committees will be an added advantage. The following key competencies are essential: Sound minute taking; Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills,

		communication and coordination skills. Computer literacy (MS Word, Power Point, Excel etc.); report writing. Organising and management abilities. Knowledge of Public Finance Management Act (PFMA), National Land Transport Act (NLTA) of 2009 (Act 05 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS). Knowledge of Promotion of Access to Information Act (PAIA), Administration Justice Act, National Archives Acts and regulations; King III report; Tourism legislation. Good track record in project management; a valid driver's licence and willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Provide Secretariat and administrative support to the National Public Transport Regulator (NPTR). Support the NPTR with the development of strategic and operational plans. Create, transcribe and distribute meeting agendas and minutes of the Committee. Organize and schedule meetings and hearings on behalf of the NPTR. Prepare files for consideration by the NPTR. Communicate decisions of the Committee to operators. Maintain electronic and manual filing system for the NPTR. Perform general clerical duties which include but not limited to: photocopying, fax, mailing and filing. Secure information by completing database backups. Liaise with various stakeholders.
<u>ENQUIRIES</u>	:	Ms R Nchabeleng Tel no: (012) 309 3237
<u>POST 08/32</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT MONITORING AND INSPECTIONS 2 POSTS REF NO: (DOT/HRM/2017/004</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: Public Transport Monitoring)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum per annum Pretoria A National Diploma or Degree in Public Management, Business Management, Office Management, Transport Management or Traffic Policing plus 4 years' experience monitoring and evaluation or Public Transport Environment of which 1 year must be on supervisory level. Experience as a Traffic Officer or Examiner of Vehicles will be an added advantage. The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 (Act No 5 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); National Road Traffic Act (NRTA) of 1996 (Act 93 of 1996); Understanding of Public Transport Regulatory Entities; Good communication and report writing skills; Project management skills; Good interpersonal relations; Understanding of the tourism industry; Understanding of machinery of government; Computer literacy (MS Word, Excel and Power Point); monitoring and evaluation, team work, valid driver's licence and willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Carry out investigations as instructed by the National Public Transport Regulator (NPTR) in line with the requirements of the NLTA. Conduct Ad-hoc inspection on accredited tourist operators. Develop and update checklists for conducting inspections. Ensure adherence to procedures and conditions imposed by the NPTR. Monitor the implementation of Memorandum of Understanding (MOU's) between the NPTR and Provinces and other stakeholders. Collect and report on statistics of operating licences issued. Facilitate the signing of MOUs with law enforcement agencies and Provincial Regulatory Entities (PRE's). Provide inputs to the development and redesigning of the NLTIS. Arrange for testing of vehicles as recommended by the NPTR. Facilitate the submission of Transport Plans by municipalities; Monitor the conversion of permits to operating licences. Develop and update accreditation guidelines; Compile reports on inspections conducted. Provide variety of information to passengers, operators, general public and Regulatory entities.
<u>ENQUIRIES</u>	:	Mr A Ruele Tel no: (012) 309 3127
<u>POST 08/33</u>	:	<u>SENIOR NATIONAL PUBLIC TRANSPORT REGULATOR SECRETARIAT SERVICE OFFICER 2 POSTS REF NO: (DOT/HRM/2017/005</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation) (Sub-Directorate: National Public Transport Regulator Institutional Support)
<u>SALARY CENTRE</u>	:	R262 272 per annum Pretoria

- REQUIREMENTS** : A National Diploma or Degree Transport Management, Public Management, Business Management or Office Management plus 3 years' relevant experience of which two (2) must be in provision of secretariat services. Experience in the Public Transport Licencing Environment will be an added advantage.in the field of Public Transport Operating Licence environment. The following key competencies are essential: Sound minute taking; excellent written and verbal communication skills; knowledge of the NLTA and regulation; Computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills, communication and coordination skills; report writing; organising and management abilities. Knowledge of National Land Transport Act (NLTA) of 2009 (Act 05 of 2009). Knowledge of the National Land Transport Information System; ability to work in a team; willingness to travel and work beyond normal working hours and be in possession of a valid driver's licence.
- DUTIES** : Provide Secretariat and administrative support to the NPTR. Support the NPTR with the development of strategic and operational plans. Create, transcribe and distribute meeting agendas and minutes of the Committee. Organize and schedule meetings and hearings on behalf of the NPTR. Prepare files for consideration by the NPTR. Communicate decisions of the Committee to operators. Maintain electronic and manual filing system for the NPTR. Perform general clerical duties which include but not limited to: photocopying, fax, mailing and filing. Secure information by completing database backups. Capture resolutions of the NPTR. Update terms of reference of the NPTR. Facilitate the handing over of operators files for safe keeping. Communicate the outcome of the hearings to applicants. Compile and process sitting allowances. Attend hearings of the NPTR. Present cases to the NPTR. Liaise with various stakeholders.
- ENQUIRIES** : Ms R Nchabeleng Tel no: (012) 309 3237