

NATIONAL 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** : The Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- FOR ATTENTION** : Recruitment Unit. Room 4034
- CLOSING DATE** : 27 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. 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 ECHELON

- POST 10/44** : **CHIEF DIRECTOR: PUBLIC TRANSPORT INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2017/06**
Branch: Public Transport
Chief Director: Public Transport Industry Development
- SALARY** : All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor Degree at NQF Level 7 as recognized by SAQA in Transport Economics, Transport Planning/Engineering or equivalent qualification plus 6 – 10 years relevant experience of which 5 years must be on Senior Management Level. An Honor's/Master's Degree will be added advantage. Knowledge and skills: Compilation of management reports and PFMA; Communication (verbal and written, communication in English above average); Computer literacy; Governance related information; Financial Management; Strategic Capability & leadership (SCL); People Management & Empowerment (PEM); Project/Programme Management (PPM); Client Orientation and Customer Focus (COCF); Change Management.
- DUTIES** : Render strategic planning, management and administration services in relation to Public Transport Industry Development; Provide strategic support and leadership on the development and implementation of Public Transport policies, Strategies and Programmes such as Public Transport Subsidies, taxi Recapitalisation programme, Public Transport Operations Grant and Industry Empowerment; Develop Integrated Public Transport network strategy to integrate Public Transport Systems in all nine (9) Provinces; provide strategic guidance and assistance to other sphere of government (provinces and Municipalities) on Public Transport issues to ensure full participation; Manage and control the Chief Directorate; Provide strategic direction functioning of the Chief Directorate by promulgating internal management directives and procedures; Manage and monitor the performance of the Chief Directorate in terms of the approved strategic business plan and performance target within the allocated resources.
- ENQUIRIES** : Mr H Patel; Tel no: (012) 309 3276

<u>POST 10/45</u>	:	<u>DIRECTOR: TRANSPORT APPEAL TRIBUNAL REF NO: DOT/HRM/2017/07</u> Branch: Public Transport Chief Directorate: Public Transport Regulation Directorate: Transport Appeal Tribunal
<u>SALARY</u>	:	All-inclusive salary package R898 743 per annum of which 30% can be structured according to individual needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor Degree in Public Administration / Management OR Transport Management OR Transport Planning OR Transport Economics OR legal qualification at NQF Level 7 as recognised by SAQA with a minimum of five (5) years relevant experience at Senior OR Middle Management Level. Knowledge and Skills: Compilation of management reports, Public Finance Management Act (PFMA), Communication (verbal & written and English at above average), Computer literacy, Governance related to information, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, project/Programme Management, Client Orientation and Customer Focus and Change Management.
<u>DUTIES</u>	:	Manage processes related to the Transport Appeals Tribunal (TAT); Manage Transport Appeals Tribunal secretariat; Provide legal support to Transport Appeals Tribunal; Ensure the provision of administrative support services to Transport Appeals Tribunal; Process review applications referred to High Court against Tribunal decisions; Provide a secretariat service; Manage information gathering, research and investigations as pertaining to operator disputes and complaints for hearing of appeal cases; Review and update Transport Appeals Tribunal Act; Review and update Transport Appeals Tribunal Regulations; Develop guidance, standards and procedures in relation to the Transport Appeals Tribunal Act; Provide continuous training of Transport Appeals Tribunal members on Public Transport Legislations and related interventions; Manage Public Transport Stakeholder relations and Public Entities enquiries; To provide corporate governance support and monitoring mechanisms for the Transport Appeals Tribunal; Establish Tribunal structure and control framework; Facilitate the process to appoint the Tribunal Members; Facilitate induction training for Tribunal members to introduce them to government processes; Ensure the preparation of packs for the Tribunal meetings; Attend Tribunal meetings and hearings when necessary; Ensure effective minute keeping of all Tribunal proceedings; Manage and control the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instruction pertaining to the Directorate; Establish and maintain governance and administrative systems continuity within the work of the Directorate; Prepare and submit implementation of plans; Ensure quality of work produced; Ensure the compilation of the annual report and strategic plan of the Directorate; Provide quarterly reports on Business Plan and Annual Performance Plan; Manage the planning, organising and delegation of work; Ensure monitoring & evaluation is carried out in all areas of the Directorate as required.
<u>ENQUIRIES</u>	:	Mr H Patel Tel no: (012) 309 3276
<u>POST 10/46</u>	:	<u>DIRECTOR: TAXI STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2017/08</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Taxi Stakeholder Management
<u>SALARY</u>	:	All-inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor Degree in Transport Management OR Public Administration/ Management at NQF Level 7 as recognised by SAQA plus a minimum of five (5) years relevant Senior Management or Middle Management experience. Knowledge and Skills: Good knowledge and experience of the Public Service; Sound knowledge of the National Land Transport Act (NLTA); Computer literate; Analytical and problem-solving skills; Planning and organisation skills; Supervisory skills; Communication- Verbal & Written; Financial Management; Financial Management; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management; Client Orientation And Customer Focus; Change Management.
<u>DUITES</u>	:	Manage Public Transport Stakeholder engagement with specific focus on taxi and bus sector; Develop appropriate management strategies to effectively engage Public Transport stakeholders based on their needs and facilitate implementation;

Coordinate and ensure improved inter-governmental relations between the different sphere of Government on Public Transport issues in order to enhance decision making and accountability; Facilitate and monitor industry support by the Department in the form of training and economic empowerment initiatives; Monitor and manage the assistance rendered to the sectors; Assess Public Transport stakeholder interests and develop measures and procedures to deal with disputes; Monitor and evaluate the implementation of these measures and procedures; Manage and control the Directorate/Section; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch.

ENQUIRIES

: Mr L Manamela Tel no: (012) 309 3638