

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these 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** : 03 April 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 DPSSA SMS competency assessment tools.

## MANAGEMENT ECHELON

- POST 12/29** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2017/09**  
Branch: Administration (Office of the Chief Operations Officer)
- SALARY** : All inclusive- salary package of R 1 068 564 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A B Com Business Management; or Bachelor's in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA, including the successful completion of in-service training/development programmes as prescribed. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. NOTE: The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.
- DUTIES** : The successful candidate will: To render human resource management and development services in the department: Render human resource planning and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, Manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector capacity: Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management: Provide management advisory and organisational design service, Ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and

children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with / or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

**ENQUIRIES**

: Ms Khibi Manana Tel no: (012) 309 3761