

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets in terms of its' 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. Note that these posts are being re-advertised and applicants who applied previously may apply if they are still interested
- CLOSING DATE** : 26 June 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 24/20** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT2017/01**
Branch: Administration
- SALARY** : All-inclusive salary package of R 1 299 501 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An appropriate Bachelor degree in Public Administration or Public Relations, Human Resource Management or LLB qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least ten (10) years' relevant experience at Senior Management level. An appropriate Master's degree will be an added advantage. NOTE: The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium Term Expenditure Framework (MTEF)
- DUTIES** : The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyse the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, and travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Provide and manage an effective information technology services to the department. Develop

and maintain business information systems to enhance DoT operations. Maintain current systems and ensure operational effectiveness. Maintain effective information technology infrastructure and manage IT security. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure-spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

- ENQUIRIES** : Mr Mathabatha Mokonyama Tel no: (012) 309 3400
- POST 24/21** : **DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT REF NO: DOT 2017/02**
Branch: Rail Transport
- SALARY** : All-inclusive salary package of R 1 299 501 per annum of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A bachelor degree in Engineering, Transport Economics, Administration or Arts at NQF 7 and an appropriate postgraduate qualification at NQF level eight (honours) as recognised by SAQA plus at least 8 - 10 years relevant experience in the related field of which at Senior Management level. An appropriate Master's degree will be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).
- DUTIES** : The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Manage the planning and development of an integrated rail Infrastructure network & industry by ensuring the development, maintenance and updating of infrastructure funding and coordinate funding needs; ensuring the coordination development of integrated transportation systems network with sectors in the built environment and economic development; ensuring the maintenance and updating of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail agencies against performance MOU; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; ensure 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 infrastructure spending plans; authorise expenditure; Monitor quality control of work; ensure the compilation of the annual report and strategic plan of the branch; Set budget levels; monitor the planning, organising and delegation of work; ensure monitoring & evaluation is carried out in all areas of the branch.
- ENQUIRIES** : Mr Mathabatha Mokonyama Tel no: (012) 309 3400
- POST 24/22** : **DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT REF NO: DOT2017/03**
Branch: Maritime Transport
- SALARY** : All-inclusive salary package of R 1 299 501 per annum of which 30% can Structured according to individual needs
- CENTRE** : Pretoria (Head Office)

- REQUIREMENTS** : A Bachelor Degree in Transport Economics, Transport Planning, Transport Engineering, Law at NQF level 7 and an appropriate postgraduate qualification at NQF level eight (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a senior management level. An appropriate Master's degree will be an added advantage. Possession of a qualification in Maritime related studies would be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).
- DUTIES** : The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry ; Ensure the development of a strategic framework for the development and growth of the maritime sector ; Ensure the management and the development of and planning of Maritime Transport Infrastructure ; Regulate and direct maritime industry promotion and capacity development ; Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector ; Ensure effective implementation of maritime economic regulations ; Facilitate the implementation of and effective maritime environmental protection regime ; Create an enabling environment for the provision of a search & rescue function within South Africa and in cooperation with other states ; Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment ; Ensure the implementation of the Maritime Safety Regulatory Framework ; Ensure the monitoring and evaluation of maritime environment compliance ; Oversee the conducting of investigations on maritime accidents and incidents ; Oversee the monitoring and evaluation of the performance of maritime public entities; Manage and control the Branch; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch ;Establish and maintain governance and administrative systems continuity within the work of the branch ;Develop financial reports for forecasting, trending and results analysis ;Ensure the compilation of the annual report and strategic plan for the branch ;Ensure that monitoring and evaluation is carried out in all areas of the branch including its agencies.
- ENQUIRIES** : Mr Mathabatha Mokonyama; Tel no: (012) 309 3400
- POST 24/23** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING REF NO: DOT2017/04**
Branch: Integrated Transport Planning
- SALARY** : All-inclusive salary package of R1 299 501 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A degree in BSc Civil Engineering, Transport Economics, Transport Planning, at NQF level 7 and an appropriate postgraduate qualification at NQF level eight (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a senior management level. An appropriate Master's degree will be an added advantage. NOTE: The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).
- DUTIES** : The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi - modal transport planning modelling. Develop transport-funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis services. Promote the development and transformation of the transport sector. Coordinate

and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system's continuity within the work of the branch.

ENQUIRIES :

Mr Mathabatha Mokonyama; Tel no: (012) 309 3400

POST 24/24 :

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT 2017/05

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 degree in Public Administration or degree in Human Resource Management at NQF level seven as recognised by SAQA. 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: Render human resource management and development services, 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 by managing the training and development processes and programmes in the department and 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 3904

POST 24/25 :

CHIEF DIRECTOR: AVIATION ECONOMICS AND INDUSTRY DEVELOPMENT REF NO: DOT2017/06

Branch: Civil Aviation

SALARY :

All-inclusive salary package of R1 068 564 per annum of which 30% can be structured according to individual needs.

CENTRE :

Pretoria (Head Office)

- REQUIREMENTS** : A bachelor's degree at NQF level seven as recognised by SAQA. Minimum of 6-10 years relevant experience of which 5 years must be at Senior Management level. NOTE: The following will serve as recommendation: Proven experience in dealing with regulatory matters, more particularly in the economic regulation environment. Extensive knowledge of tariff determination methodologies, processes and instruments. Knowledge of government's transformation agenda. A strategic thinker with managerial, leadership and operational knowledge and skills. Excellent communication skills (written and verbal). Knowledge of relevant legislation and policies. Good analytical, liaison and project management skills. Ability to engage with all levels of Government and Private sector.
- DUTIES** : The successful candidate will: Provide aviation economic analysis and regulation and develop strategies for industry development. Manage all aspects related to air services market access and regulation. Manage tariff regulation aspects related to air services, airports and air navigation services. Manage the development and promotion for the aviation industry and freight logistics. Facilitate civil aviation industry promotion and development. Manage freight logistics activities, Manage and control the Chief Directorate. Provide guidance and adequate support for and development of staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate infrastructure-spending plans. Authorise expenditure and monitor the quality of work. Ensure the compilation of annual report and strategic plan of the branch. Set budget levels. Monitor planning, organising and delegation of work. Ensure monitoring and evaluation is carried out in all areas of the branch.
- ENQUIRIES** : Mr Sinethemba Mngqibisa; Tel no: (012) 309 3545
- POST 24/26** : **CHIEF DIRECTOR: ROAD TRANSPORT REGULATION REF NO: DOT2017/07**
Branch: Road Transport
Chief Directorate: Road Transport Regulation
- SALARY** : All-inclusive salary package of R1 068 564 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An appropriate Bachelor's Degree in Law or equivalent qualifications at NQF level seven as recognised by SAQA plus Six (6) - Ten (10) years relevant experience of which 5 years must be at Senior Management level. A Post Graduate Degree will be an added advantage. A strong legal background with extensive experience in the drafting of legislation including the process involved until it becomes an Act. Skills in road safety standards, vehicle inspections and standards will be an added advantage. Note: The following will serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act; Knowledge of Road Traffic Legislation; Negotiation and problem solving; excellent communication skills (written and verbal); Experience in legal road regulations; Project management skill.
- DUTIES** : The successful candidate will: Manage, regulate and promote road safety and road traffic management ; Manage and update all road traffic related acts and regulations ; Draft and promulgation of road traffic legislation through the parliamentary process ; Ensure the review, implementation and monitoring of road traffic management related legislation ; Manage the implementation, monitoring and compliance of traffic related standards ; Develop and implement uniform standards and procedures in the monitoring of road traffic management ; Develop, manage and inspect standards and procedures at driving license testing centres and motor vehicles testing stations ; Manage and inspect standards relating to the transportation of dangerous goods, dangerous goods operators, consignors and consignees ; Investigation of fraud and corruption within the road traffic management environment. (Driving licenses and motor vehicles) ; Mange, promote and co-ordinate road safety projects and related services ; Oversee the establishment, coordination and management of road safety consultative structure ; Liaise with other government departments, law enforcement, road safety organization, industry and NGO's on road traffic related matters ; Assist and oversee in the implementation, management and monitoring of the road traffic agencies ; Ensure the implementation of service delivery intervention and innovation within road traffic management ; Manage and control the Chief Directorate.
- ENQUIRIES** : Mr Chris Hlabisa; Tel no: (012) 309 3170

<u>POST 24/27</u>	:	<u>CHIEF DIRECTOR: DRIVING LICENSE CREDIT CARD TRADING ENTITY REF NO: DOT2017/08</u> Branch: Road Transport Chief Directorate: Driving License Credit card Trading Entity
<u>SALARY</u>	:	All-inclusive salary package of R1 068 564 per annum of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) A Bachelor of Commerce degree at NQF level 7 as recognised by SAQA and certified as Chartered Accountant (CA) plus six (6) to ten (10) years relevant experience of which five (5) years' experience must be at Senior Management level. NOTE: The following will serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act; Knowledge of Road Traffic Legislation; Negotiation and problem solving; excellent communication skills (written and verbal).
<u>DUTIES</u>	:	The successful candidate will: Manage the driving license credit card fund ; Provide strategic direction to the trading entity and ensure achievement of strategic objectives ; Develop and implement corrective measures to address poor performance by the entity in achieve strategic objectives ; Quarterly and annual performance reporting on the achievement of trading entity strategic objectives ; Budget development and management ; Facilitate approval of annual report by the Director- General and Minister ; Review monthly management account and approve the submission to the Director-General, Minister and national Treasury ; Quarterly communication with provinces representatives on trading entities operations directly affecting provinces and driving license testing centres ; Communicate monthly with driving license testing centres management ; Establish effective management structures of the entity and their terms of reference ; Effective management of all risks of the entity by conducting risk assessment, developing risk mitigation plans and ensures implementation ; Develop control measures to ensure that the entity complies with all applicable law and regulations, and report status of compliance to the Director- General ; Develop and implement effective fraud prevention strategy ; Ensure development and implementation of effective measures for collection of revenue ; Develop process for preventing irregular, fruitless and wasteful expenditure ; Ensure that proper records management system is implemented by DLCA for all financial and non-financial information ; Develop asset management plan for all asset of the entity spread across all 9 provinces and monitor implementation.
<u>ENQUIRIES</u>	:	Mr Chris Hlabisa Tel no: (012) 309 3170
<u>POST 24/28</u>	:	<u>CHIEF DIRECTOR: PUBLIC TRANSPORT AND INDUSTRY DEVELOPMENT REF NO: DOT 2017/09</u> Branch: Public Transport Chief Directorate: Public Transport and Industry Development
<u>SALARY</u>	:	All-inclusive salary package of R1 068 564 per annum of which 30% may be structured according to the individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) 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 Honours/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.
<u>DUTIES</u>	:	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 Recapitalization 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.
<u>ENQUIRIES</u>	:	Mr H Patel; Tel no: (012) 309 3276
<u>POST 24/29</u>	:	<u>CHIEF DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION</u> <u>REF NO: DOT2017/10</u> Branch: Maritime Transport Chief Directorate: Maritime Policy Development and Legislation
<u>SALARY</u>	:	All-inclusive salary package of R 1 068 564 per annum of which 30% may be structure according to the individual needs
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate Honours / Master's Degree in Maritime Law, Maritime Transport Economics or equivalent qualifications coupled with 5 – 10 years' experience of which 5 years must be must be at Senior Management Level. Note: The following will serve as strong recommendations: Sound knowledge of maritime and transport industry; Sound knowledge and understanding of the maritime policy; Knowledge of Public Finance Management Act; Extensive experience in international conventions; Sound knowledge of related sector in the maritime environment; Maritime research and analytical skills; Experience in leading a project team. The incumbent must: have the ability to respond under pressure; have sound knowledge on functioning of the various government departments and related stakeholders within maritime environment; have a track record demonstrating proficiency in leadership management, verbal and written communication and financial skills; be willing to travel and work irregular hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Integrate the performance results of the Public Entities and do quality audits ; Review, analyse and develop maritime transport policies, strategies and legislation; Develop effective legislation in support of international Conventions; Represent South Africa at the International Maritime Organisation (IMO).
<u>ENQUIRIES</u>	:	Mr Clement Manyungwana; Tel no: (012) 309 3405
<u>POST 24/30</u>	:	<u>DIRECTOR: TRANSPORT APPEAL TRIBUNAL REF NO: DOT2017/11</u> Branch: Public Transport Chief Directorate: Public Transport and Industry Development 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</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	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.

ENQUIRIES : Mr H Patel; Tel no: (012) 309 3276

POST 24/31 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT2017/12**
 Branch: Administration: (Office of the Chief Financial Officer)
 Chief Directorate: Chief Director: Financial Administration and Supply Chain Management
 Directorate: Supply Chain Management

SALARY : All-inclusive salary package R 898 743 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A three-year Bachelor's Degree in a related field at NQF level seven as recognised by SAQA. A postgraduate degree will serve as a strong recommendation. The incumbent must have at least five (5) years' experience at middle management level or at senior management level in a Supply Chain Management environment. Note: Required knowledge, experience and skills: In depth knowledge of the PFMA, Treasury Regulations, and PPPFA and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Furthermore, he /she and must have analytical, problem solving, communication (verbal and written), interpersonal, organisational, leadership, supervisory, people and financial management skills.

DUTIES : The incumbent will be required to develop and maintain (periodic reviews) supply chain management related policies, procedures and delegations, such as the SCM policy, Asset Management policy, Inventory policy, Disposal strategy, SCM frameworks, Demand Management strategy and Procurement delegations, and oversee and ensure the implementation of the policies, procedures and delegations. Annually develop and implement a Sourcing strategy and a Procurement Plan and maintain a record of bids awarded against the Procurement Plan. The incumbent will be responsible to manage and oversee three Sub-Directorates that are responsible for demand-, acquisition-, logistics-, disposal- and contract management. Major ongoing duties include: Manage the bidding and acquisition processes, oversee the checking of bid specifications, invitation of bids, participation in bid evaluation committees and the award of bids. Manage the Logis section, the Logis commitments register on Logis and oversee payments to suppliers. Oversee the receipt of requests for quotations, the invitation, evaluation and award of quotations and the maintenance of the supplier's database / utilisation of the central supplier's database. Manage the acquisition, movement and disposal of assets, the physical verification of assets, and reconcile the asset register to transactions on the Basic Accounting System (BAS). Oversee the management and reporting on contracts and the implementation of the contract management system. Ensure that all the required reports are reported to the National Treasury on a monthly basis. The incumbent will be a member of the Loss Control Committee and the Disposal Committee and shall be an advisor to the Bid Adjudication Committee. Assess staff capacity and ability to effectively perform their functions, compile performance agreements and provide guidance and support through training courses where necessary in consultation with the capacity development unit. Ensure monitoring and evaluation is carried out throughout the Directorate. Manage the in-house training of Chief User Clerks in the Department. Prepare and submit reviews of strategic plans and annual performance plans in line with the Branch strategic plan and annual performance plan. Prepare and submit quarterly and annual reports on the performance of the Directorate.

ENQUIRIES : Mr Dan Pretorius Tel no: (012) 309 3712

POST 24/32 : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT2017/13**
 Branch: Administration (Office of the CFO)
 Directorate: Internal and Control and Compliance

SALARY : All-inclusive salary package of R898 743 per annum of which 30% may be structured according to the individuals needs

CENTRE REQUIREMENTS : Pretoria (Head Office)
 A Bachelor of Commerce Degree in Finance, Auditing or Accounting at NQF 7 as recognised by SAQA. 5 years at middle management within finance of which 3 years in internal control. Note: Required knowledge, experience and skills: Sound Knowledge of Government Processes. Excellent knowledge of the PFMA, Treasury Regulations and MTEF processes. Auditing knowledge. Ability to analyse 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 incumbent will be expected to take overall responsibility to: Implement and maintain internal control systems and processes. Maintain a formal process for dealing with irregular, unauthorised, fruitless and wasteful expenditure. Develop and review financial policies. Manage internal and external audit queries and reports. Present action plans to 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. D Pretorius, Tel no: (012) 309 3649

POST 24/33 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: DOT2017/14**
 Branch: Administration (Office of the Chief Operations 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 REQUIREMENTS : Pretoria (Head Office)
 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 arrears of the directorate.
ENQUIRIES : Mr Moses Maswanganye Tel no: (012) 309 3041

POST 24/34 : **DIRECTOR: ICT INFRASTRUCTURE REF NO: DOT2017/15**
Branch: Transport Information Systems
Chief Directorate: ICT Architecture & Operations
Directorate: ICT Infrastructure

SALARY : All- inclusive salary package of R 898 743 per annum of which 30% can be structured according to individual needs.

CENTRE REQUIREMENTS : Pretoria (Head Office)
: An appropriate Bachelor's Degree in Information Technology at NQF level seven as recognised by SAQA plus six - ten (6-10) years' extensive experience in ICT environment of which five years must be at Senior Management or Middle Management level. Note: The Following will serve as strong recommendations: Ability to liaise with people at all levels. Extensive experience in management of IT operations which include desktop support LAN/WAN support, serve administration, IT systems security in Microsoft, Novell and open source environments; Experience in management of vendors and service level. Report and systems documentation writing skills; Keen interest in Open Source software. Understanding of the role of IT as a strategic resource to improve service delivery.

DUTIES : The successful candidate will be responsible to: Manage the ICT Infrastructure Directorate, its administration, human resource and budget; Manage the maintenance and upgrade of IT Infrastructure; Manage Service Level Agreement with Internal Stakeholders and Contract Management with Service Providers. Manage the development and implementation of IT policies, procedures, disaster recovery/backup and virtualization strategies; Ensure quality of service in terms of agreed standards; Advise the Chief Information Officer on critical IT intervention measures on business.

ENQUIRIES : Mr Bulelani Didiza, Tel no: (012) 309 3597

OTHER POST

POST 24/35 : **STORE ASSISTANT REF NO: DOT/HRM/2017/16**
Branch: Administration (Office of the Chief Financial Officer)
Directorate: Supply Chain Management
Sub-Directorate: Procurement

SALARY : R127 851 per annum

CENTRE REQUIREMENTS : Pretoria
: Grade 12 plus 1 year relevant experience / National Diploma in Logistics or Commercial Studies / or appropriate qualification with 6 -12 months relevant experience in the field / Supply Chain Management. Note: The following will serve as a recommendation: Knowledge of LOGIS System and Warehouse / Store; Proven knowledge of Government Procurement procedures and regulations: PPFA; Knowledge of PFMA and Treasury regulations; Ability to capture information accurately and in detail; High level of computer literacy; Good communication skills (verbal and written); Interpersonal skills; Co-ordinating and organising skills; Confidence, confidentiality and reliability; Ability to work under tight deadlines and pressure; Must be willing to work beyond normal working hours when required.

DUTIES : The incumbent will be expected to take overall responsibility to: Receives goods; Issues goods; safeguarding of Store; Assist Asset Section; Physically receiving goods from the Suppliers; Deliver Purchase Order to Government Printers; Physically issue the received goods and send goods to Users; File issue vouchers per Financial year; Storage and safeguarding of assets; Assist in stock taking of store items; Do monthly spot checks.

ENQUIRIES : Ms Nelisiwe Nyawo, Tel no: (012) 309 3291