

## 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.
- CLOSING DATE** : 18 September 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 35/70** : **DIRECTOR: STRATEGIC SUPPORT & STAKEHOLDER MANAGEMENT REF NO: DOT/2017/15**  
(Branch: Administration (Office of the Director-General)  
(Chief Directorate: Office of the Director-General)  
(Directorate: Office of the Director-General)
- SALARY** : All- inclusive salary package R 898 743 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Office of the Director-General: Cape Town
- REQUIREMENTS** : An appropriate recognised NQF level 7 qualification in Public Administration / Political Science/ Public Management with minimum of five (5) years relevant experience on MMS level. Note: Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal) and interpersonal skills; Analytical, Problem Solving, Computer Skill. Must be willing to work beyond normal working hours and work under pressure.
- DUTIES** : Draft submissions, letters, cabinet memoranda, responses to parliamentary questions and routine communication. Develop presentations, as and when required. Answer correspondence on behalf of the DG. Refer correspondence and enquiries to the relevant persons internally and outside of DoT. Act as information officer and respond to enquiries from the public. Update legislation & maintain all office equipment. Provide logistics support at all DG's meetings. Prepare meeting packs for the DG. Refer matters to the relevant manager in the Department. Keep a register on documents/referred items to the line function management and follow-up on a daily basis. Answer correspondence on behalf of the DG Draft replies for approval by the DG. Do quality control on all documents before presenting them to the DG. Manage the DG's diary in CT & manage projects instructed by the DG. Act as information officer and respond to enquiries from public. Interact with the Directorate: Cabinet Support (ministry) on activities related to Cabinet and

Parliamentary processes. Coordinate the movements of documents, submissions and memorandum between the DG and the Minister. Prepare executive summaries of all submissions from other Departments in order to give the DG a quick overview of contents and indicate if the Department should prepare responses/follows-ups or not. Manage Parliamentary & Stakeholder Management regarding parliamentary questions and ensure that line function managers respond to questions on time. Attend all Parliamentary meetings attended by the DG, take notes of resolutions and compile reports. Render support in scheduling briefing for Standing Committees of Parliament and NCOP, attend such meeting and ensure that they have full quorum where necessary. Provide support in supplying Group Members with all relevant policy documents, background papers and explanatory memorandum on Bills etc. Render support in interviewing visitors to Parliamentary Offices, supplying them with information they require and /or referring their requests on the appropriate personnel. Provide liaison support between MPs/Councillors/Committee Members and senior Official of the DoT. Compile and edit inputs. Submit to the President and DG Cluster a Circular draft national input. Manage the inventories and supply chain matters in the CT Office. Monitoring of transport related media articles in the Cape Town newspapers and to report these articles for the attention of the DG and Staff within the ODG. Compile reports/information packs for all parliamentary cluster media briefing for the DG. Provide a secretariat services to meetings in the DG's Office in CT. Handle all Cabinet issues and Parliamentary questions. Table Annual Reports, Strategic Plans and Financial Reports etc.

**ENQUIRIES** : Ms Nozipho Khuzwayo; Tel: (012) 309 3176

#### OTHER POSTS

**POST 35/71** : **ASSISTANT DIRECTOR: TRIBUNAL SECRETARIAT REF NO: DOT/2017/16**  
 (Branch: Public Transport)  
 (Chief Directorate: Public Transport Regulation)  
 (Directorate: Transport Appeal Tribunal)  
 (Sub-Directorate: Transport Appeal Tribunal Secretariat)

**SALARY CENTRE REQUIREMENTS** : R334 545 – R404 121 per annum, Level 09  
 : National Office, Pretoria  
 : Recognised NQF level 6/7 qualification (National Diploma or Bachelor's Degree) in Public Service Administration/Management/Transport Planning/Transport Economics. At least five (5) years' experience and understanding of Public Transport issues and all related road transport legislation. The following will serve as recommendations: Administrative procedures. Applicable transport legislation and research. Working knowledge of the NLTA and all other related legal statutes. Knowledge and understanding of Court Procedures. Sound knowledge of government protocol and processes. Good communication skills (verbal & written). Good reporting skills. Good project management skills. Liaison skills. Knowledge of the PFMA and Treasury Regulations. Analytical skills and observance of Batho-Pele principles. Problem Solving. Research and Investigation.

**DUTIES** : Assist with the management of the transport appeal tribunal. Provide an effective secretarial function for transport appeal tribunal. Receive and consider the noted appeals for compliance with the tribunal's regulations before set-down for hearing. Manage preparations for pre- and post-hearings assignments and meetings/venue/flights/recording equipment. Provide technical support and guidance to transport appeal tribunal. Process the lodging-fee payment after the hearing of the appeal. Manage general correspondence/enquiries. Liaise with stakeholders with regard to transport appeal tribunal. Manage written correspondence from public, Auditor-General and other correspondence forwarded to Minister.

**ENQUIRIES** : Ms Ellen Thulare, Tel: (012) 309-3505.

<b><u>POST 35/72</u></b>	:	<b><u>SECRETARY/RECEPTIONIST REF NO: DOT/2017/17</u></b> (Administration (Office of the Director-General) (Chief Directorate: Office of the Director-General) (Directorate: Office of the Director-General)
<b><u>SALARY</u></b>	:	R183 558 – R216 216 per annum, Level 06
<b><u>CENTRE</u></b>	:	Office of the Director-General: Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF Level 6/7 qualification (National Diploma or Bachelor's Degree) in Office Management with 1 year experience or Grade 12 with 4 years of experience. Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal) and interpersonal skills; Analytical, Problem Solving, Computer Skill. Must be willing to work beyond normal working hours and work under pressure.
<b><u>DUTIES</u></b>	:	Render a reception and general administrative support services to the Office of the Director-General in Cape Town. Receive Director-General's guest. Assist with the making/serving of tea/refreshment for visitors. Make logistical arrangement for the Director-Generals meeting. Make travel and accommodation arrangements for staff in the Office of the Director-General in Cape Town. Attend to email correspondence and receive/send faxes, typing of documents when required. Receive telephone calls, keep a message system for staff members, Records, and acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documentation related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documentation. Prepare meetings packs.
<b><u>ENQUIRIES</u></b>	:	Ms Marietjie Lotz; Tel no: (012) 309 3663/3312