

## 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 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 29 January 2018
- 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 for Senior Management level (SMS) posts 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 02/07** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION (REF NO: 2018/01)**  
Branch: Civil Aviation
- SALARY** : All-inclusive salary package of R 1 299 501.00 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economics/ Transport Planning plus a postgraduate qualification at NQF level 8 as recognised by SAQA and 8 - 10 years' relevant experience at senior management level and thorough knowledge of the aviation industry. 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: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa's framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the

provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch

**ENQUIRIES**

: Mr M Mokonyama; Tel: (012) 309 3400

**NOTE**

: This post is being re-advertised and candidates who applied previously may re-apply if they are still interested

**POST 02/08**

: **CHIEF DIRECTOR: CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT (REF NO: 2017/02)**

Office of the Director-General

Chief Directorate: Chief Director: Public Entity Oversight

**SALARY**

: All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.

**CENTRE**

: Pretoria (Head Office)

**REQUIREMENTS**

: An appropriate recognised NQF level 7 qualification in Governance, Transport Economics, Transport Planning, Public Administration / Management, Business / Financial Management or equivalent qualification with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Excellent communication skills, 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, Governance Processes, sound knowledge of the PFMA, Treasury Regulations and MTEF processes.

**DUTIES**

: The successful candidate will: Manage and coordinate the departmental Public Entities' Corporate Governance and ensure compliance to Performance and Financial requirements across the four modes of transport. Provide public entity corporate governance advisory services by facilitating the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure performance evaluations with regards to governance functioning and general business performance are conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities by ensuring the alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DoT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Ensure compliance of Public Entities with financial requirements by coordinating, analysing and reporting on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relation by managing and coordinating stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Serve as a point of contact between the Department and Public Entities. Manage stakeholder queries and Parliamentary questions. Manage and control the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Ensure the compilation of the annual report and strategic plan for the Chief Directorate.

**ENQUIRIES**

: Mr M Mokonyama; Tel: (012) 309 3347

**POST 02/09**

: **CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION (REF NO: 2017/03)**

Office of the Director-General

<b><u>SALARY</u></b>	:	All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognised NQF level 7 in Public Service Management or Strategic Planning with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication - English - above average, Computer literacy and Governance related to information.
<b><u>DUTIES</u></b>	:	The successful candidate will: Manage and lead the strategic planning and monitoring and evaluation process. Manage the strategic planning process in support of the budgeting and reporting frameworks of government by developing a calendar of events for the management of the strategic document, the Annual Performance Plan and the annual report. Manage the development of departmental strategic plans in line with overall government initiatives. Manage the development of the business plans in support of the annual strategic document. Coordinate and develop the Strategic Plan, Annual Performance Plans (APPs), and Quarterly Reports. Overall coordination and development of the Performance Information and the Annual Report. Develop effective systems to monitor the implementation of business plans and effective report back systems. Compile annual report. Manage and control Office the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans, evaluate infrastructure-spending plans, ensure the compilation of the annual report and strategic plan of the branch, manage the development of strategic plan, business plan and annual report.
<b><u>ENQUIRIES</u></b>	:	Mr M Mokonyama 012 309 3347
<b><u>POST 02/10</u></b>	:	<b><u>CHIEF AUDIT EXECUTIVE (REF NO: 2017/04)</u></b> Office of the Director-General
<b><u>SALARY</u></b>	:	All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A relevant NQF level 7 in Internal Auditing with 5 years' relevant experience on SMS level. A relevant NQF level 8 in Auditing will be an advantage. NOTE: The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication English - above average, Computer literacy and Governance related to information.
<b><u>DUTIES</u></b>	:	The successful candidate will: Provide sound internal audit and forensic investigation services by ensuring the maintenance and provision of internal, performance and ICT audit services. Ensure the provision of internal audits in the Department. Ensure the provision of performance audits. Ensure the provision of ICT (governance) audit services. Ensure the provision of effective forensic investigations and quality assessments of internal audits. Ensure the provision of departmental forensic audit services. Ensure that Internal Audit Activity conforms to the Definition of Internal Auditing, Standards and Code of Ethics, Provide consulting services to the Department and ensure compliance to prescripts and legislation. Ensure the development, implementation, management and execution of a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may affect organisational performance by ensuring the development of the department's risk management framework, communicating, monitor and reporting on its implementation. Ensure the management of the coordination of the Risk Committee. Monitor implementation of resolutions taken by risk management committee. Establish and maintain a risk management philosophy and culture within the organisation. Ensure the maintenance and updating of risk profile for the department and report to the Accounting Officer, Management and Risk Management Committee. Manage and control the Chief Directorate by ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure the submission of the strategic plan and annual report. Prepare and submit

implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure compliance to the performance management system. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

**ENQUIRIES** : Mr M Mokonyama; Tel: (012) 309 3347

**POST 02/11** : **CHIEF DIRECTOR: AVIATION POLICY AND REGULATION (REF NO: 2017/05)**  
(Branch: Civil Aviation)  
(Chief Directorate: Aviation Policy and Regulation)

**SALARY** : All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.

**CENTRE REQUIREMENTS** : Pretoria (Head Office)  
: An appropriate Bachelor's Degree in Transport Economics/Transport Planning or a degree in Law at NQF level 7 as recognised by SAQA plus Six (6) - Ten (10) years relevant experience of which 5 years must be at Senior Management level. Excellent Management skills. Note: The following will serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act.

**DUTIES** : The successful candidate will: Manage aviation related policy development in support of the branch strategies. Develop effective legislation in support of policies. Manage the enactment of international instruments which have been ratified. Audit the effectiveness of related legislation in compliance with international standards and amend as required. Ensure the administration of the Air Services Licensing Act 115 of 1990 and the International Air Services Act 60 of 1993. Manage the implementation of the Air Transport Strategy. Manage all aspects relating to licensing and permits for air services. Participate in intra and inter-governmental strategic meetings for planning purposes. Negotiate Air Services Agreement and Memoranda of Understanding on behalf of South Africa with foreign states. Ensure the effective coordination of State Letters received from ICAO. Coordinate and facilitate research on multilateral issues. Facilitate South Africa's participation at regional and continental level. Ensure fulfilment of South Africa's obligations and associations in terms of the ascendance of international legal instruments. Monitor the implementation of continental and regional Agreements and Protocols. Represent South Africa's position at international fora. Finalisation and implementation of the National Airports Development Plan. Implementation of the Aviation Policy relating to airport and airspace infrastructure. Manage the development, annual revision and facilitation of the implementation with DEA and NEMA Act on airspace matters. Represent the DoT in the regional and international airport and airspace forums. Ensure the development of required regulatory frameworks. Monitor and evaluate agency performance. Manage and control of the Chief Directorate.

**ENQUIRIES** : Mr S Mngqibisa, Tel (012) 309-3545

**POST 02/12** : **DIRECTOR: PARLIAMENTARY AND STRATEGIC SUPPORT (REF NO: 2017/06)**  
(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 948 143 per annum of which 30% can be structured according to individual needs.

**CENTRE REQUIREMENTS** : Office of the Director-General: Cape Town  
: 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** : Provide parliamentary service and strategic support in the Office of the Director General (DG) in Cape Town Manage, coordinate and facilitate the flow of information and documentation within the Office of the DG. Manage the tabling of the Annual Report and the Strategic Plan to Parliament. Provide liaison support between Office of the DG, Department, State Owned Entities and Parliament. Interact with the Directorate: Parliamentary Liaison (Ministry). Manage

parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the DG, take note of resolutions and compile reports. Attend all parliamentary meetings attended by officials from DOT and State Owned Entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Refer correspondence and enquiries to the relevant persons internally and outside of DoT. Act as information officer and respond to enquiries from the public. Manage the DG's diary in Cape Town and manage projects instructed by DG. Provide logistical support at all DG's meetings. Prepare meeting packs for the DG. Manage and control the Directorate in the Office of the DG.

**ENQUIRIES** : Ms N Khuzwayo; Tel: (012) 309 3176  
**NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested. The post is based in Cape Town

**POST 02/13** : **DIRECTOR: RAIL SAFETY REGULATION (REF NO: 2017/07)**  
 (Branch: Rail Transport)  
 (Chief Directorate: Rail Regulation)  
 (Directorate: Rail Safety Regulation)

**SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate tertiary qualification in Engineering Studies or legal qualification, combined with 6-10 years' experience in the Rail Safety Regulation environment and 5 years' experience at Middle Management level. A postgraduate qualification in the above fields will be an added advantage. Note: The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (MFMA). Exposure to legislative drafting and implementation. Knowledge and understanding of policies and legislation pertaining to rail safety. An understanding of intergovernmental relations. Good interpersonal skills. Analytical and problem-solving skills. Excellent communication skills (written and verbal). Project management skills.

**DUTIES** : Manage the development of the Rail Safety Regulatory Environment. Evaluate the effectiveness of current policies and legislation pertaining to rail safety. Evaluate Rail Safety Standards and Guidelines developed. Analyse and advise the Minister on reports/investigations pertaining to rail safety. Coordinate rail safety initiatives between relevant stakeholders. Ensure effective implementation of the Rail Safety Regulator Act, 2002, by relevant entities. Benchmark the performance of rail entities pertaining to safety and make recommendations. Represent the Department on regional forums/structures pertaining to rail safety regulation. Manage the Directorate.

**ENQUIRIES** : Mr N Makaepa, Tel (012) 309-3896

**POST 02/14** : **DIRECTOR: SECURITY SERVICES (REF NO: 2017/08)**  
 (Branch: Administration (Office of the Chief Operations Officer))  
 (Chief Directorate: Corporate Support)  
 (Directorate: Security Services)

**SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate bachelor degree applicable to Safety and Security Management ant NQF level 7 as recognized by SAQA coupled with relevant NIA Security Management Course with 6 – 10 years security working experience of which five years must be at Middle Management level in practical security management and strategic leadership environment. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience, Knowledge of the MISS and other relevant and applicable security legislation and regulations, Effective communication skills (written and verbal) at all levels, Report writing and presentation skills, Planning, organisational, relationship and conflict management skills, Detection, analytical thinking, decision making and motivational abilities, Willingness to successfully attend prescribed training courses, Valid South African driver's licence, Prepared to travel and work irregular and long hours, Computer literacy, Expected to work overtime, Prepared to sign an oath of secrecy and disclose a security clearance

- DUTIES** : Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and manage security policy, administrative and organizational functions as per NKP requirements. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. 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 projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security
- ENQUIRIES** : Ms C Coetzee, Tel: (012) 309 3493
- NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.
- POST 02/15** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (REF NO: 2017/09)**  
(Branch: Administration (Office of the Chief Operations Officer))  
(Chief Directorate: Human Resource Management and Development)  
(Directorate: Human Resource Development and Performance Management)
- SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree or Advanced Diploma in Human Resource Management / Public Management at NQF level 7 as recognized by SAQA plus a minimum 5 years' experience at senior management or 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** : Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. : Ensure capacity development for the transport sector by: developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring 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 projected spending plans, monitor quality control of work, ensure the compilation of

the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate

**ENQUIRIES** : Mr M Maswanganye; Tel: (012) 309 3041  
**NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.

**POST 02/16** : **DIRECTOR: INTERNAL COMMUNICATION (REF NO: 2017/010)**  
(Branch: Administration (Office of the Chief Operations Officer)  
(Chief Directorate: Communications)  
(Directorate: Internal Communication)

**SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% may be structured according to individual needs.

**REQUIREMENTS** : A relevant Bachelor's degree at NQF Level 7 as recognized by SAQA plus 6 - 8 years' experience of which 5 years must be at Middle Management / Senior Managerial Level in the Public Service. Note: The following will serve as a recommendation: Communications skills (verbal and written). Financial Management, strategic capability and leadership, people management and empowerment, project/programme management, client orientation and customer office and change management.

**DUTIES** : The successful candidate will: Manage internal communication and events services. Support the department's events and projects initiative with planning, organizational and communication strategies. Attend the department's meetings, work sessions and other official sessions as necessary or as requested. Keep staff updated with news reports and other information. Determine the methods and the most suitable media to reach internal clients. Assist with the publication of the annual report and strategic document. Establish and manage the internal communication forum. Manage online media services. Provide graphic design service, develop and manage web content. Manage document archiving that will ensure that DoT website serve as a research hub on sectors relevant to it. Manage the design of the website content site map to ensure user-friendly navigation. Co-manage the production of all multimedia elements and upload on website. i.e. corporate video, web casts etc. Manage social media pages. Manage and control the directorate. 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 projected spending plans, monitor quality of work. Ensure that the monitoring and evaluation is carried out in all areas of the directorate.

**ENQUIRIES** : Mr C Msibi 012 309 3140

**POST 02/17** : **DIRECTOR: OCEANS ECONOMY DEVELOPMENT (REF NO: 2017/011)**  
(Branch: Maritime Transport)  
(Chief Directorate: Maritime Infrastructure & Industry Development)  
(Directorate: Maritime Economy Development)

**SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% may be structured according to individual needs.

**REQUIREMENTS** : A relevant Bachelor's degree at NQF Level 7 in Maritime studies, Transport Economics, Freight Logistics or LLB as recognized by SAQA with five (5) years' relevant experience at Middle Management / Senior Management level in the maritime industry. Note: The following will serve as a recommendation: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of the Public Administration regulations and procedures, knowledge of South African Maritime Transport environment, strong background in Project Management, knowledge of Operation Phakisa/Ocean Economy, strong presentation skills, knowledge of international maritime Treaties/Protocols (WTO/IMO/ILO) extensive knowledge of the Port Environment and structures, system analysis and monitoring, ability to work with people, complex problem solving, judgement and decision making, computer literacy, coordinating and facilitating skills, knowledge of National Ports Act, extensive knowledge of Public Finance Management Act (PFMA). Willingness to travel and work beyond normal working hours.

**DUTIES** : The successful candidate will: Manage and monitor the development, planning and execution of all Operation Phakisa and promote economic growth in the Maritime sector by: Ensuring the implementation of all Operation Phakisa initiatives, ensure the alignment and research development of all Operation Phakisa with government strategic objectives, Manage intergovernmental relations of all departments and implementing agencies involved in the Operation Phakisa initiatives, conduct feasibility studies of boat building in East London, implement cabotage on coastal, regional and continental waters. Ensure that all operations are carried out using South Africa's flagged vessels, facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Provide effective oversight in Maritime implementing agencies. Develop maritime service level agreements, develop charter guidelines and ensure cost effective maritime administration. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Prepare and submit implementation plans, monitor quality control of work. Ensure the compilation of the annual and monthly reports and strategic plan of the Directorate. Monitor the planning, organizing and delegation of work. Ensure that monitoring and evaluation of carried out in all areas of the Directorate. Ensure the development and monitoring of staff members. Ensure sound record management of the Directorate. Manage and direct the research development programmes to meet the organizational needs and capitalize on new potential projects.

**ENQUIRIES** : Mr M Madiya; Tel: (012) 309 3329

#### **OTHER POSTS**

**POST 02/18** : **DEPUTY DIRECTOR – BILATERAL COORDINATION (REF NO: 2017/012)**  
(Branch: Administration: Office of the Chief Operations Officer)  
(Chief Directorate: International Relations)  
(Directorate: Bilateral Coordination)

**SALARY REQUIREMENTS** : All-inclusive salary package of R 779 295 per annum. (Level 12)  
: A Bachelor's degree in International Relations, Political Science or International Law with 5 years' experience. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, understanding of the importance of SADC, AU and South cooperation. Knowledge and understanding of the PMFA, liaison and interpersonal skills.

**DUTIES** : Represent the Department at inter-departmental meetings, Bi-national Commissions and Joint Cooperation Commissions. Ensure consensus on transport issues in international meetings. Manage the department's involvement in State visits, incoming and outgoing delegation visits. Compile reports of all international engagements for the attention of the Director-General, Deputy Minister and the Minister. Manage the sub-directorate, monitor and ensure effective coordination of activities, evaluate and monitor performance of staff. Manage stakeholder relations. Negotiate and monitor implementation of all international agreements (bi-lateral and multilateral). Manage projects and the budget allocated.

**ENQUIRIES** : Ms Nomsa Maeko, Tel: 012 309 3451

**POST 02/19** : **DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY (REF: DOT/2017/013)**  
(Branch: Public Transport)  
(Chief Directorate: Rural and Scholar Transport Implementation)  
(Directorate: Rural Transport Implementation)

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R 779 295 per annum. (Level 12)  
: Pretoria  
: Applicant must have be in possession of an appropriate and recognized qualification such as Bachelor's degree in Social Science, Transport Management, Public Management or equivalent with at least five (5) years appropriate work experience of which at least one (1) year supervisory position. A valid driver's License. Note: The following will serve as strong recommendations : Knowledge of strategy development and implementation; Knowledge of all applicable regulatory prescripts and government policies and strategies; project management; administrative and organizational skills; report writing skills; Computer literacy; ability to compile management reports and to work under pressure.



- DUTIES** : The incumbent will undertake the following duties and functions: Facilitate the development and review of Rural Transport Strategy; Facilitate Implementation and maintenance of rural transport strategy; Establish rural transport stakeholders' forums; Coordinate the development of provincial rural transport strategy; Align Rural Transport strategy with government programmes; Conduct research and improve the implementation of rural transport strategy; Develop monitoring tools for the effective implementation of rural transport strategy; Undertake monitoring and evaluation of strategy; Conduct impact assessment on the implementation of Rural Transport Strategy; Manage the sub- directorate Rural Transport Strategy.
- ENQUIRIES** : Mr L Kekana, Tel: (012) 309 3236
- POST 02/20** : **DEPUTY DIRECTOR: GEOGRAPHY INFORMATION SYSTEM (GIS) SPECIALIST (REF NO: 2017/014)**  
(Branch: Transport Information System)  
(Chief Directorate: Information System)  
(Directorate: Business Intelligence)  
(Sub-Directorate: Geography Information System (GIS))
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R 779 295 per annum. (Level 12)  
: Pretoria  
: An appropriate recognised NQF level 6/7 qualification in any of the following: Information and Communication Technology (ICT) or Information or Computer Science (BSc) or GIS or Geography or Geomatics (BSc) or BSc in Engineering or Town Planning or Land Surveyor or any relevant qualification with 5 years' experience in Geographical Information System. Good communication skills (written and verbal). Project Management skills. Must be in possession of a valid driver license. Specialised training in GIS administration, GIS Database Administration, GIS Web Application Development and customization will be added advantage.
- DUTIES** : The successful candidate will be responsible for: the technical running of the Department's GIS and mapping services. Create maps and graphs, using GIS software and data collection equipment. Perform research to obtain and expand the existing data sets. Gather and report on GIS data and determine how data sets are best utilised through GIS. Compile geographic and demographic data from many source. Operate and maintain GIS system hardware, software and peripherals. Conduct, planning, research and analysis and assessments in order to best direct any GIS project. Consult with internal and external stakeholder to access censuses, fieldwork, satellite and imagery and maps. Analyse and model relationship between geographic datasets. Present information to client and stakeholder in verbal or written format. Manage the team.
- ENQUIRIES** : Ms L Kwadjo; Tel: (012) 309 3984
- POST 02/21** : **DEPUTY DIRECTOR: WEB DEVELOPMENT (REF NO: 2017/015)**  
(Branch: Transport Information Systems)  
(Chief Directorate: Business Information Systems)  
(Directorate: Business Systems)  
(Sub-Directorate: Web Development)
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R 657 558 per annum. (Level 11)  
: Pretoria  
: A relevant Bachelor Degree / 3 years National Diploma in Computer Science or Information Technology plus 5 years working experience in web development. Knowledge and Skill: Experience in planning and delivery software platforms used across multiple products and organisational unit. Deep expertise and hands on experience with Web applications and programming languages such as HTML, XML, Java, C++, C#, VBscript, Javascript, Visual Basic, Net, Photoshop, Flash, Dreamweaver etc. Hand on experience on design experience with Web service. Strong grasp of security principles and how they apply. Good communication and project management skills
- DUTIES** : The successful candidate will be responsible for the following: Design and develop the website; Write programming code; Create pages that appeal to the users; Create intranets, Confirm business requirements with business analysts and develop web portals; Implement the website; Test web applications units and systems; Test the website and technical problem; Organise content in consultation with the Communication section, Maintain and support the website; provide training

for users, Maintain existing web applications; Continuously update the website and constantly monitor the website performance.

**ENQUIRIES** : Ms N Nkosi, Tel (012) 309 3801

**POST 02/22** : **DEPUTY DIRECTOR: DATABASE ADMINISTRATION (REF NO: 2017/06)**  
(Branch: Transport Information System)  
(Chief Directorate: ICT Architecture and Operations)  
(Directorate: Business Intelligence)  
(Sub-Directorate: Database Administration)

**SALARY** : All-inclusive salary package of R 657 558 per annum. (Level 11).  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised NQF Level 6/7 qualification in Information Communication Technology (ICT) or Information or Computer Science with 5 years' experience in Database Administration. A Certified Database Administrator or qualification will be added advantage. Note: The following will serve as a recommendation: Window Server 2008 R2 and 2012 administration, Management Studio of SQL server 2008 and 2012, SUSE Linux or Linux. Knowledge of PostgreSQL 8 & Oracle 11g. Database installation and support, Experience in virtual and cloud environment. Knowledge of business intelligence solution (SpagoBI, Pentaho, MS Business Intelligence suite, or other related Business Intelligence software). Latest trends in ICT, Communication Skills (both written and verbal). Willingness to work beyond normal hours when required.

**DUTIES** : The successful candidate will be responsible for the following: administration, maintenance and support of Department of Transport databases. Planning, analysing, developing and designing databases according to user requirements specifications. Determine the data to be stored in the business requirements for databases by performing a data requirement analysis check. Develop business requirements for databases by using data modelling. Implement Business Intelligence. Perform data analysis and data clean-up. Ensure that daily, weekly and monthly backups of database are working and tested frequently for restorability. Ensure high availability and optimal performance of the database. Establish and administer business intelligence capability for the department. Integrate business intelligence with spatial data. Promote and establish data governance process.

**ENQUIRIES** : Ms L Kwadjo; Tel: (012) 309 3984

**POST 02/23** : **DEPUTY DIRECTOR: BIDDING & ACQUISITION (REF NO: 2017/017)**  
(Branch: Administration: (Office of the Chief Financial Officer)  
(Chief Directorate: Chief Financial Officer)  
(Directorate: Supply Chain Management)  
(Sub-Directorate: Supply Chain Management)

**SALARY** : All-inclusive salary package of R 657 558 per annum. (Level 11)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A three year Bachelor's Degree/ National Diploma in SCM/ Logistic and purchasing with five (5) years' experience in supply chain management and procurement, extensive experience in a supervisory capacity . The following will serve as strong recommendations: proven working knowledge of government procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Communication skill (verbal and written), interpersonal, co-coordinating and organizing skills. Telephone etiquette. 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 responsible for the following: Manage departmental bids and quotations, management of the bidding process, monitor secretariat service to BAC, maintain prescripts, manage & oversee the supply chain management bidding process, inform SARS OF Awarded Bids, verify and ensure that all specifications/terms of reference are correct before placing on BAC ( Bidding committee) agenda, ensure that all comparative schedule are correct before submitting to client for adjudication, act as advisor to the adjudication evaluation panels, provide inputs into budget of the directorate, provide guidance to staff, manage sub directorate.

**ENQUIRIES** : Ms R de Villiers; Tel: (012) 309 3248

- POST 02/24** : **ASSISTANT DIRECTOR: TRANSPORT STATISTICS (REF NO: 2017/018)**  
 (Branch: Integrated Transport Planning)  
 (Chief Directorate: Modelling and Economic Analysis)  
 (Directorate: Statistical Analysis)  
 (Sub-Directorate: Transport Statistics)
- SALARY** : R 417 552 per annum. (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's Degree in Statistics or Mathematics. At least three to four (3-4) years relevant experience in the transport sector which coupled with exposure to data collection and analysis. Note: The following will serve as strong recommendations: Statistical and research methods. Broad understanding of statistical systems. Practical knowledge of statistical analysis. Experience in analyzing survey data. Intermediate working knowledge and experience in spreadsheets, Excel in particular, and statistical software packages such as SAS and SPSS. Experience and knowledge of survey questionnaire design and statistical methodology. Database development skills. Knowledge of Government policies and processes. Programme and project management experience. Proven good organizational skills and experience. Good written and verbal communication skills. Excellent interpersonal skills. Willingness to travel and work irregular hours.
- DUTIES** : The incumbent will be responsible to: Offer a statistical service by collecting primary and secondary data on passenger, freight and related sectors for all modes of transport. Provide statistics in the form of monthly, quarterly and annual statistical bulletins. Identify, compile, analyze and publish strategic transport statistics. Develop data collection programmes. Provide assistance in the organization and coordination of meeting, workshops, conferences and seminars relating to data collection programmes and results in the transport sector. Develop a comprehensive and accessible database on transport statistics. Perform tasks that may be assigned from time to time as necessary. Participate in multi-disciplinary teams and functions
- ENQUIRIES** : Mr H Mlotso, Tel: (012) 309-3190
- POST 02/25** : **ASSISTANT DIRECTOR: ADJUDICATION (REF NO: 2017/019)**  
 (Branch: Administration: (Office of the Chief Financial Officer)  
 (Directorate: Supply Chain Management)  
 (Sub-Directorate: Supply Chain Management)
- SALARY** : R 334 545 per annum. (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year National Diploma in Supply Chain Management/ Logistic and Purchasing or equivalent qualification with four (4) years' relevant experience. The following will serve as strong recommendations: proven knowledge of government procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Communication skill (verbal and written), interpersonal, co-coordinating and organizing skills. Telephone etiquette. 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 responsible for the following: Manage Bid Adjudication Committee Services. Manage Bidding Committees (Specification & Evaluation). Audit reports. Prescripts/ procedure manual, appointment of staff, manage the functions and procedures of the BAC (Bid Adjudication Committee). Manage the training of end user in respect to the BAC process, perform the functions of secretariat to BAC, manage the administration of BAC responses to the end users, assist the Deputy Director in responding to audit enquiries in respect of the Bids as per BAC decisions, ensure that quarterly appraisals are done and submitted to Deputy Director: SCM, assist with compiling the budget of the directorate, provide guidance to staff, manage the sub-directorate
- ENQUIRIES** : Ms R de Villiers; Tel: (012) 309 3248
- POST 02/26** : **ASSISTANT DIRECTOR: BUDGETING (REF NO: 2017/020)**  
 (Branch: Office of the Chief Financial Officer)  
 (Chief Directorate: Budgeting and Compliance)  
 (Directorate: Management Accounting and Budgeting)  
 (Sub-directorate: Budgeting)

**SALARY** : R 334 545 per annum. (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Matric, a three year qualification in Finance and three (3) years' experience in Budgeting and Expenditure monitoring. The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations and Treasury Guidelines, Extensive experience in BAS, PERSAL and LOGIS, Good interpersonal and communication (written and verbal) skills, Computer literacy e.g. word and excel, etc., Willingness to work beyond normal working hours.

**DUTIES** : The successful candidate will be responsible for: Coordinate and consolidating the capturing of Departmental budget on the transversal system, Expenditure control and monitoring, Reporting, Management of budget reprioritization and Supervision of staff.

**ENQUIRIES** : Mr N Rapholo, Tel no.: 012 309 3589

**POST 02/27** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (REF NO: 2017/021)**  
(Branch: Administration: Office of the Chief Operations Officer)  
(Chief Directorate: Human Resource Management and Development)  
(Directorate: Human Resource Management and Administration)

**SALARY** : R 334 545 per annum. (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate three years Bachelor degree/National diploma in Law/Labour Relations. Three years' experience in Labour relations field in dealing with misconduct cases, grievances, strike management and dispute matters. An in depth understanding of Public Service bargaining Structure and dynamic of Public Service. Note the following will serve as strong recommendation: Good interpersonal and communication (written and verbal) skills. Labour Relations Act. Basic Condition of Employment Act. Public Service Act. Public Service Regulation. Public Service Coordinated Bargaining Council. General Sector Bargaining Council

**DUTIES** : Manage grievances in terms of the grievance rules. Investigate all grievances report. Ensure that the Departmental Bargaining Council (DBC) is functional and operate in line with the General Public Service Sector Bargaining Council (GPSSBC) Governance. Liaise with Organised Labour in Department. Manage strike. Attend to all disputes pertaining to grievances. Ensure investigation of all misconduct cases. Ensure that all relevant charges are preferred. Develop and maintain data for all misconduct cases and dispute. Train staff in disciplinary code and procedure. Conduct exit interviews and develop a data thereof. Provide guidance, assistance and support. Manage leave and work performance of staff. Conduct interview for the appointments of staff.

**ENQUIRIES** : ADV MA Ndiitwani, Tel:(012) 309 3200

**POST 02/28** : **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY MANAGEMENT (SHERQ) (REF NO: 2017/022)**  
(Branch: Administration: Office of the Chief Operations Officer)  
(Chief Directorate: Human Resource Management and Development)  
(Directorate: Organisational Development and Change Management)

**SALARY** : R 334 545 per annum. (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate National Diploma in Safety Management or equivalent qualification (SAMTRAC+ IT IS), NOSA with at least three (3) years relevant experience. Note: The following will serve as a recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its Regulations and Safety National Standards and Codes. Knowledge on Public Service Regulation and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpretation skills. Project Management skills. Analytical thinking, decision making and motivational abilities, Analytical, report writing, presentation, planning and co-ordination skills. Computer skills.

**DUTIES** : Develop, implement and monitor compliance with the Safety Health, Environment, Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of the Occupational Health and Safety Committee. Coordinate Occupational Health and Safety related training and continuous educational programmes. Identify hazards and risks at the workplace

and initiate appropriate actions. Organise Occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc. on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality Management system. Evaluate and analyse possible risk factors that may impact on the organization in terms of Environmental, Health, Safety and Risk.

- ENQUIRIES** : Ms V Mofokeng; Tel: (012) 309 3868
- POST 02/29** : **JUNIOR DATABASE ADMINISTRATOR (REF NO: 2017/023)**  
(Branch: Transport Information Systems)  
(Chief Directorate: ICT Architecture and Operations)  
(Directorate: Business Systems)  
(Sub-Directorate: Database Administration)
- SALARY** : R 281 418 per annum. (Level 8)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three year National Diploma or Degree in Information Technology, Information or Computer Science or Microsoft Certified Database Administrator with relevant two years experience. Note: The following serve as a recommendation: The following will serve as a recommendation: Window Server 2008 R2 and 2012 administration, Management Studio of SQL server 2008 and 2012. Microsoft office suites support. Hardware Installation and support. Latest trends in ICT, Communication Skills (both written and verbal). Willingness to work beyond normal hours when required.
- DUTIES** : The successful candidate will be responsible for: administration, maintenance and support of Department of Transport database. Planning, analysing, developing and designing databases according to user requirement specifications. Determine the data to be stored in the database by performing a data requirement analysis check. Develop business requirements for databases by using data modelling. Implement Business Intelligence. Perform data analysis and data clean-up. Ensure that daily, weekly and monthly backups of database are working and tested frequently for restorability. Ensure high availability and optimal performance of the database.
- ENQUIRIES** : Ms L Kwadjo; Tel: (012) 309 3984
- POST 02/30** : **SENIOR IT TECHNOLOGIST (REF NO: 2017/024)**  
(Branch: Transport Information Systems)  
(Chief Directorate: ICT Architecture and Operations)  
(Directorate: ICT Infrastructure)  
(Sub-Directorate: LAN and Desktop Support)
- SALARY** : R 281 418 per annum. (Level 8)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Appropriate three years Bachelor Degree / National Diploma in Information Technology with two years relevant experience. The following certificates will be added advantage: ITIL foundation Certificate and Certified Novell Engineering (CNE), Microsoft Certified System Engineering (MCSE), Hardware and Software support (A+), Network support (N+) and Cisco certified network associate (CCNA). Note: The following will serve as a recommendation: knowledge Window Administration, Novell Administration, Microsoft Office Suites (Word, Excel, Access and Power-point) – Installation and Support. Knowledge of other relevant software packages such as MacOS and Office 2011 for Mac. Hardware – Installation and support. Latest trend IT.
- DUTIES** : To manage IT network and render IT support service to user in the Department. Maintain and make communication system (networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organisation. Liaise with user and work groups on their need, questions, requests and problems with regard to network services. Maintain computer network disaster recovery procedures. Ensure backups of information is made on a regular basis and sent for storage off-site. Execute disaster recovery procedures as and when required. Provide advice on new technology. Investigate current computers and software and compare with new trends. Update GroupWise software. Perform IT advisory role to procurement process. Log the call to the HEAT system and classify the call. Ensure that contractors deliver service correctly.
- ENQUIRIES** : Mr M Motaung; Tel: (012) 3735
- POST 02/31** : **OFFICE ADMINISTRATOR GRADE II (VARIOUS POSTS) (REF NO: 2017/025)**  
Branch: Various

<b><u>SALARY</u></b>	:	R 226 611 per annum. (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three years National Diploma with two (2) years of experience or/ Grade 12 (Matric) with 5 years of experience. An Office Professional certificate would be added advantage. Note: The following will serve as recommendations: Proven office administration experience. Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minute talking and report writing skills. Basic project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer Literacy (Corel and Microsoft Office, internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Provide administrative assistance to Chief Director. Answer and record telephone calls/facsimile and e-mail activity on behalf of the Chief Director as well as screen telephone calls. Record and respond to queries on the Chief Director's e-mail and other correspondence. Handle the procurement administration. Create a filing system for tracking of documentation. Ensure fast and efficient handling of documentation, meeting of deadlines. Act as a relief to support the Deputy Director-General / Chief Director and other Director's in the unit as and when required. Handle enquiries on behalf of the Chief Director from stakeholders and the Public. Organise workshops and strategic planning sessions for the Chief Directorate / exhibitions at Conferences and Seminars. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical request) Stock refreshment suppliers for the Office and serve refreshment to the Chief Director and visitors. Co-ordinate and prepare documentation packs for the Chief Director's quarterly reports for presentation at Ministerial and Departmental Executive meetings. Keep and maintain a leave register. Keep Circulars and all relevant HR, Finance and Supply Chain Management policies updated. Co-ordinate media and Parliamentary queries. Maintain strict confidentiality when working with documents relating to Staff Members, Entity Boards, CEO's and other matters.
<b><u>ENQUIRIES</u></b>	:	Ms N Masilela Tel: 012 309 3104
<b><u>POST 02/32</u></b>	:	<b><u>OFFICE ADMINISTRATOR GRADE I (VARIOUS POSTS) (REF NO: 2017/026)</u></b> Branch: Various Posts
<b><u>SALARY</u></b>	:	R 183 558 per annum. (Level 6)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three years National Diploma with one (1) year experience or Grade 12 with 4 years' relevant experience. Note: The following will serve as recommendations: Basic Computer Literacy Certificate as well as an Administration Skills (Basic) Certificate. Experience and ability to work with people. Excellent communication skills (written and verbal). Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy (Corel and Microsoft Office, Internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Provide secretarial services to the Directors. Answer and record telephone calls / facsimile and e-mail activity on behalf of the Director as well as screen telephone calls. Record and respond to queries from the public and personnel in the Department. Receive documentation, acknowledge receipt, apply and allocate a file number, record data into computer system and file documentation appropriately. Perform document tracking for all documents. Maintain strict confidentiality when working with documentation related to staff members and other Matters. Act as a relief to support the Chief Director and other Directors in the unit as and when required. Perform general office administration, e.g. send and receive faxes, e-mails, receive and dispatch items and do photocopying. Type letters, agendas, minutes and other correspondence. Administer travel arrangements. Provide secretarial support for meetings. Keep and maintain a leave register for the Directorate. Assist in organising meetings, workshops, seminars and conferences. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical requests). Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.
<b><u>ENQUIRIES</u></b>	:	Ms N Masilela Tel: 012 309 3104

- POST 02/33** : **SECRETARY / RECEPTIONIST (REF NO: 2017/031)**  
(Administration: Office of the Director-General)  
(Chief Directorate: Office of the Director-General)  
(Directorate: Office of the Director-General)
- SALARY** : R 183 558 per annum. (Level 06)  
**CENTRE** : Office of The Director-General: Cape Town  
**REQUIREMENTS** : 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.
- DUTIES** : Render a reception and general administrative support services to the Office of the Director-General in Cape Town. Receive Director-General's guest. Liaise with the Pretoria Office. 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.
- NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.
- ENQUIRIES** : Ms M Lotz; Tel: (012) 309 3663/3312