

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** : 19 February 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.

OTHER POSTS

- POST 05/70** : **DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL – INVESTIGATIONS AND RESEARCH) (REF: DOT/HRM/01)**
(Branch: Public Transport
(Chief Directorate: Public Transport Regulation)
(Directorate: Transport Appeal Tribunal)
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R779 295 per annum (Level 12)
Pretoria (Head Office)
A recognised Bachelor Degree or National Diploma at NQF level 6/7 in Transportation Management with a minimum of 5 years relevant experience. Qualification in Law will be an advantage. Note: The following will serve as a recommendation: Excellent working knowledge of the NLTA and other related legal statutes. Sound knowledge of Government Protocol and Processes. Knowledge of TAT Acts and Regulations. Investigations and Research skills, Good Communications skills (written & verbal). Report writing. Computer literacy. Good project management skills. Organizing and planning skills. Excellent liaison skills and interpersonal skills. Good analytical, problem solving skills and observance of Batho Pele Principles. Negotiation skills. Training skills. Good facilitation skills. Monitoring and Evaluation skills.
- DUTIES** : Manage and coordinate the implementation of promotion and awareness programme and activities affecting TAT Regulations by developing an awareness campaign on TAT Acts and Regulations. Ensure the development and implementation of effective communication strategies. Plan and design promotional/training material relating to TAT Acts and Regulations for Provinces, Municipalities, Bus and Taxi Associations and other affected stakeholder. Liaise with both Provincial and District Municipalities regarding TAT mandate. Manage the review of the TAT Act and Regulations. Analyse appeals lodged against PRE's, C-BRTA, NPTR, MRE's and other Respondents, Objectors and Operators. Conduct field investigation and research on TAT appeals. Analyse Court decisions that impact on the TAT with the view of infusing the same to the Tribunal operations. Analyse complaints and trends by the stakeholder and register them and provide solutions. Prepare reports on the findings of issues raised by the Public as required. Investigate pre and post appeals hearing assignments. Ensure compliance with all administrative requirements, regulations and rules pertaining to the Public Transport Branch. Provide inputs into the Budget of the Directorate. Develop operational standard and ensure their attainability

		and sustainability. Plan, organise and control activities pertaining to the component. Prepare submit project reports regularly. Compile monthly, quarterly and annual reports. Manage the assets of the Sub-Directorate. Provide inputs and support with the compilation of the Annual report and Strategic plan as well as the annual operational plan for the Sub-Directorate. Mr ZM Matebese; Tel: (012) 309 3861
<u>ENQUIRIES</u>	:	
<u>POST 05/71</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL COORDINATION (REF: DOT/HRM/02)</u> (Branch: Administration (Office of the Chief Operations Officer) (Chief Directorate: International Relations) (Directorate: Multilateral Coordination)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R417 552 per annum (Level 10) Pretoria (Head Office) A bachelor's degree in International Relations, Political Science or equivalent qualification with 3 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 -South cooperation. Good verbal, written as well as negotiation and presentation skills.
<u>DUTIES</u>	:	Represent the department at inter-departmental meetings held at DIRCO, DTI and other national departments. Represent the department in multilateral forums e.g. IMO and ICAO. Assist in providing professional protocol services and support during the hosting of international conferences. Compile reports and inform stakeholders on all international transport matters. Preparation of submissions outlining issues for discussion in consultation with line functions, agencies and other stakeholders. Assist with coordinating delegation arrangements for incoming and outgoing engagements. Assist in ensuring that all international agreements are drafted within the required international standards and comply with international law and South Africa's domestic law. Assist the director in meetings, provide inputs and project monitoring.
<u>ENQUIRIES</u>	:	Ms N Maeko: Tel (012) 309 3451
<u>POST 05/72</u>	:	<u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION (REF: DOT/HRM/03)</u> (Branch: Civil Aviation) (Sub-Directorate: Project Management and Financial Administration)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R334 545 per annum (Level 9) Pretoria (Head Office) An applicant should be in possession of a recognized NQF level 6 in Public Administration/Public Management / Financial Management and 3 years' experience. She/he should be in possession of a valid driver's license and be willing to travel extensively and work beyond the normal working hours. Note: The following will serve as recommendations: Be able to work with individuals and teams at both executive and operational levels. Knowledge of Public Finance Management systems and legislation in government. Liaison and communication skills (written and verbal). Advanced project management skills. Analytical thinking and problem-solving abilities. Innovative and customer-focused, action-oriented and result driven.
<u>DUTIES</u>	:	The successful candidate will be required to: Provide assistance with the consolidation process of the budget of the Branch Provide assistance with the financial management of the Branch Maintain registers for procurement to track all forms of payments. Compile and maintain a financial database with regard to the income and expenditure of each phase of projects and per each spending institution. Verify that the spending is in line with the prescripts and provisions of the National Business Plan and Agreement. Manage procurement issues related to the acquisition of goods and services. Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying. Provide a financial management service to the Branch. Provide strategic support in the Branch in relation to core function and Contract Management. Provide support with the procurement of goods and services and ensure that procedures are followed as required (Departmental Bidding Committee - and Departmental Tender Committee forms are appropriately motivated and that the quotes are comparable). Monitor Programme/Sub-Programme budget for over and under expenditure.

Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure. Assist with the veriment and shifting of funds within and across programme. Provide general supervision and appraisal of staff. Draft submissions related to the request for placements/re-appointments abroad from the Brach to HRM and DIRCO. Process the applications for Special Travelling Privileges (STP), renting of motor vehicles, temporary accommodation during transition at the Mission. Process all ad-hoc request for approval by the Delegated Authority e.g. procurement of services not within the High Commissioner's delegated authority. Compile submissions related to application for traveling outside boarders of country of placement. Assist with verification of claims received from DIRCO prior to submit to the DDG or relevant delegated authority.

ENQUIRIES

: Ms H Ramugadi: Tel (012) 309 3546