

**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** : 28 May 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

- POST 19/33** : **DIRECTOR: MARITIME INFRASTRUCTURE AND FREIGHT LOGISTICS**  
**REF NO: DOT/HRM/10**  
(Branch: Maritime Transport)  
(Chief Directorate: Maritime Infrastructure & Industry Development)  
(Directorate: Maritime Infrastructure and Freight Logistics)
- SALARY** : All-inclusive salary package of R948 174 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's in Maritime Studies or Maritime Transport Economics or Transport Freight Logistics at NQF Level 7 as recognized by SAQA plus 5 years' experience must be at Middle Management level and experience in the management and regulation of the maritime transport sector. 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 public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes / projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours.
- DUTIES** : The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Facilitating the implementation of policies and the Maritime Charter to develop Maritime industries in Ship building, Ship repair, maintenance, conversion and docking facilities in collaboration with the Department of Trade and Industry and Department of Public Enterprise, manage the DOTs relationship with TRANSNET facilitate implementation of

intermodal strategies in the Port Environment. Manage the development of an effective productive South African port industry that is capable of contributing to the economic growth and development of the country and improve port efficiency by conducting research on supply chain logistics. Ensure that port efficiency and maritime freight logistics strategies are developed and implemented as per the DoT requirements. Manage and control the Directorate by ensuring the compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative system's continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analysis of the Ports Regulator's Annual Performance Plans and annual report.

- ENQUIRIES** : Mr M Madiya; Tel No: (012) 309 3329
- POST 19/34** : **DIRECTOR: OCEANS ECONOMY DEVELOPMENT REF NO: DOT/HRM/11**  
 (Branch: Maritime Transport)  
 (Chief Directorate: Maritime Infrastructure & Industry Development)  
 (Directorate: Maritime Economy Development)
- SALARY** : All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelor's degree at NQF Level 7 in Maritime Studies, Transport Economics or Freight Logistics recognized by SAQA with five (5) years' relevant experience at Middle Management level in the maritime industry. 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, knowledge of the Comprehensive Maritime Transport Policy (CMTP); 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, Port Infrastructure and development 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 implementation of the Comprehensive Maritime Transport Policy; support the implementation execution of Operation Phakisa related projects. Promote maritime transport sector development and facilitate the establishment, monitoring of the Centre for Maritime Policy and Strategy. Support the Maritime Transport Sector Development Council as envisaged in the CMTP. Manage intergovernmental relations of all departments and implementing agencies involved in the Implementation of the Comprehensive Maritime Transport policy and strategic initiatives and must work with other labs within Oceans Economy. Facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Develop and monitor 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 are 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 No: (012) 309 3329

<b><u>POST 19/35</u></b>	:	<p><b><u>DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION REF NO: DOT/HRM/12</u></b>          (Branch: Maritime Transport)          (Chief Directorate: Maritime Policy Development)          (Directorate: Maritime Policy Development and Quality Assurance)</p>
<b><u>SALARY</u></b>	:	All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Pretoria</p> <p>A recognised NQF level 7 in Maritime/ Shipping Law, Maritime/ Transport Economics/ Maritime Studies, Policy Studies, International Law with 5 years' experience on MMS level in Maritime Industry as well as knowledge of the process for Ratification/ Accession of Conventions, Drafting of legislation, Policy or Strategy Analysis and Development. The following will serve as a recommendation: Providing strong, visible and effective leadership; Experience in international Law and negotiation skills; Understanding of South Africa's role in international politics; Sound background in South African maritime transport; A clear understanding of South African maritime transport policy and the role of maritime transport in fulfilling government's broader socio-economic issues; A clear understanding of regional and continental maritime initiatives of SADC, AU, NEPAD, UN and South Africa's position thereon; A clear understanding of the goals and priorities of government with regard to social, environmental, political and macro-economic issue; 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 public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes / projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours. A thorough understanding of the role of maritime transport in the economy; Developing and maintaining high quality relationships and engaging effectively with international, external and internal key stakeholders; Providing regular reports to applicable authority as required; the ability to write and present papers; The ability to work in a team to accomplish objectives.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will ensure that Maritime Policy and Legislation analysis and development are undertaken in a cooperative manner to foster greater stakeholder engagement and acceptance by: Participating in Audit compliance process in ordinance with international requirement; Ensure that the legislation is aligned to the IMO Conventions and practices; Provide guidance and adequate support for and development of the staff of the Directorate; 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; Draft legal opinion and advices to legal matters and questions referred to the Chief Directorate; Authorise expenditure; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the Directorate; Set budget levels; Monitor the planning, organising and delegation of work; Monitor, analyse &amp; evaluate the performance of corporate communication; Ensure monitoring &amp; evaluation is carried out in all areas of the branch.</p>
<b><u>ENQUIRIES</u></b>	:	Mr D Ntuli; Tel No: (012) 309 3331

<b><u>POST 19/36</u></b>	:	<p><b><u>DIRECTOR: INDUSTRY DEVELOPMENT AND AIRFREIGHT REF NO: DOT/HRM/13</u></b>          (Branch: Civil Aviation)          (Chief Directorate: Aviation Economics and Industry Development)          (Directorate: Industry Development and Airfreight)</p>
<b><u>SALARY</u></b>	:	All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Pretoria</p> <p>An applicant should be in possession of NQF Level 7 as recognised by SAQA or equivalent qualification in transport plus a minimum six – ten years' relevant experience of which five years must be on Middle Management Level. Experience in civil aviation would be an added advantage. The following will serve as recommendation: Excellent communication (verbal and written); Understand the aviation industry transformation agenda and the airfreight logistics in the country; Sound knowledge of PFMA, Treasury Regulations and MTEF processes; Compilation of management reports; Strategic leadership and capability; Good interpersonal skills; Project and programme management; and Innovative and client orientation, action oriented and result driven.</p>
<b><u>DUTIES</u></b>	:	The successful candidate will: Finalise, implement and monitor the National Civil Aviation Transformation Strategy; Develop skills pipeline through outreach programmes to entice PDI youth into pursuing careers in aviation; Develop and implement relevant frameworks to enhance airfreight logistics; Manage and evaluate the Department's aviation agencies quarterly performance with respect to agree upon transformation targets; Represent the Department at regional and international for a pertaining to civil aviation training and airfreight logistics; Participate in strategic aviation industry meetings to influence planning; Manage stakeholder queries and Parliamentary questions; Manage and control the Directorate by providing guidance and adequate support for development of the staff of the Directorate. Ms T Phewa: Tel No: (012) 309 3205
<b><u>ENQUIRIES</u></b>	:	Ms T Phewa: Tel No: (012) 309 3205
<b><u>POST 19/37</u></b>	:	<p><b><u>DIRECTOR: RURAL TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/14</u></b>          (Branch: Public Transport)          (Chief Directorate: Rural and Scholar Transport Strategy Implementation)          (Directorate: Rural Transport Implementation)</p>
<b><u>SALARY</u></b>	:	All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Pretoria</p> <p>An appropriate Bachelor Degree in the Public Transport management / Transport Planning / Transport Economics or equivalent degree at NQF Level 7 as recognised by SAQA, plus a minimum of five years (5) years relevant experience at Middle/Senior Management Level. An Honours and / or Master's degree will be an added advantage. Knowledge and Skills required: Development of public transport strategies and implementation plans. Project Management. Communication skills and Compilation of Management Reports. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA and have Computer literacy, the candidate should be willing to travel and work irregular hours.</p>
<b><u>DUTIES</u></b>	:	The successful candidate will undertake the following duties: Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Conduct district municipalities' Integrated Public Transport Network assessment and project viability studies. Facilitate the development of district municipalities' operational plans in accordance with the IPTNs. Develop institutional support framework and maintenance of the guidelines. Compile strategic plan and annual performance plan of the Directorate. Facilitate skills development within the directorate. Compile performance reviews and annual assessment reports of the personnel in the directorate. Manage and control the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms A Nchabeleng: Tel No: (012) 309 3231

<b><u>POST 19/38</u></b>	:	<p><b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION</u></b>  <b><u>REF NO: DOT/HRM/15</u></b>  (Branch: Administration (Office of the Chief Operations Officer)  (Chief Directorate: Human Resource Management and Development)</p>
<b><u>SALARY</u></b>	:	All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant undergraduate qualification at NQF Level 7 in human resource or public administration or equivalent as recognised by SAQA plus five (5) years of relevant experience in Human Resource Management at a middle/senior managerial level. The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
<b><u>DUTIES</u></b>	:	Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure strategic human resource planning by developing and implementing the Departmental HR plan and reports. Manage all the recruitment and selection processes including vacancies, adverts, applications, response handling, shortlisting, competency assessments and maintenance of the recruitment and selection database. Conduct research and develop and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of conditions of service and remuneration of employees. Manage the placement of staff, service benefits, PERSAL matters and service terminations. Promote and maintain sound employee relations including collective bargaining processes. Manage and control the Directorate including human and financial resources. Ensure that the Directorate complies with all the monitoring and reporting requirements, regulations, rules and lawful instructions. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan and compile the Annual Report. Ensure that relevant human resource management reports are compiled and submitted to relevant authorities. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M Maswanganye; Tel No: (012) 309 3041
<b><u>POST 19/39</u></b>	:	<p><b><u>DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE</u></b>  <b><u>MANAGEMENT REF NO: DOT/HRM/16</u></b>  (Branch: Administration (Office of the Chief Operations Officer)  (Chief Directorate: Human Resource Management and Development)</p>
<b><u>SALARY</u></b>	:	All-inclusive salary package R948 174 per annum of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification at NQF Level 7 in Management Services, Behaviour Sciences or Humanities, Organisational Development, Work Study, Production Management or equivalent as recognised by SAQA plus 5 years relevant experience at Middle/Senior Managerial Level. The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, : 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). Networking abilities, research skills, policy analysis and implementation. Willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Provide a management advisory and organisational development service to the Department. Manage the provision of job analysis and job evaluation services. Ensure the development of service delivery models and service delivery improvement plans in line with the Operations Management Framework. Develop organisational structures to suit the needs of the Department. Conduct establishment investigations to ensure that posts are

correctly defined to suit the needs of the Department. Provide a procedure and method study service. Mainstream the Batho-Pele Revitalisation Programme. Facilitate the hosting of the annual transport wards. Develop Change Management Strategy integrating People, Systems and Processes. Ensure a planned, systematic process of organisational change, based on behavioural science, organisational design, research and theory. Develop and implement change management interventions, Coordinate Departmental Team Building interventions. Provide access to Employee Assistance Programmes. Coordinate the Transport Sector HIV/Aids strategy implementation. Develop strategies, operational plans and procedures for the implementation of employee health and wellness programmes, including but not limited to HIV/AIDS, stress, substance abuse and workplace violence. Manage and promote the Employee Health and Wellness Programme within the Department Wellness. Manage the Departmental Wellness centre. Facilitate policy workshops, awareness and educational sessions on HIV and AIDS issues. Ensure that the Department has representation in relevant national and sector Transport sector structures. Manage and control the Directorate including human and financial resources. Constantly monitor and review the impact of workplace interventions. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

**ENQUIRIES** : Mr M Maswanganye; Tel No: (012) 309 3041

**OTHER POSTS**

**POST 19/40** : **DEPUTY DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND STRATEGIES REF NO: DOT/HRM/17**  
 (Branch: Maritime Transport)  
 (Chief Directorate: Maritime Infrastructure & Industry Development)  
 (Directorate: Maritime Industry Development and Economic Regulation)

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R779 295 per annum (Level 12)  
 : Pretoria  
 : A recognised NQF Level 6/7 as recognised by SAQA qualification in Maritime Studies, Transport Economics /Transport Planning with 5 years relevant working experience. The following will serve as a recommendation: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting);Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations and administers tender procurement processes in accordance with generally recognised SCM and financial practices; Good communication skills (verbal and written); Computer literacy. Must be able and willing to travel nationally. Be able to work under pressure.

**DUTIES** : The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Audit and develop framework to enhance training and career awareness across the value chain of the maritime transport sector; Promote World Maritime Day by organizing the annual event across South Africa; Promote Maritime career through awareness campaigns across South Africa; Monitoring framework to report on economic participation of historically disadvantaged individuals in the maritime industry; Support establishment of Maritime BBEE Council for nine provinces and develop programme of Action; Identify and establish stakeholder programs to enhance the development of maritime transport industry; Develop or review text on Multilateral and Bilateral agreements/Memorandum of Understanding between Republic of South Africa and Strategic Countries; Monitor the implementation of Action Plan with regard to Memorandum of Understanding; Support development and implementation of ship ownership strategy to build the National Fleet and an action plan to monitor implementation thereof; Develop monitoring framework for ship register; and support the development of programmes to improve the South African Ship register and monitor ship registration offices; Monitor the implementation of the National Ports Act and Commercial Ports Policy and make proposals for review, where required; Implement the developed Comprehensive Maritime Transport Policy (CMTP);Monitor and evaluate the implementation of the policy; Develop and

implement the human resource plan for the maritime sector; Review employment creation rate and develop relevant strategies; Review the bilateral agreements; Support the development and implementation of the Maritime Transport Sector Development Council (MTSDC); Offer Secretariat services to MTSDC; Assist with compiling the Budget of the Directorate; Manage the assets of the Sub directorate; Provide guidance to staff and agree on the training needs; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Ensure that employees are equipped with the required skills and resources to perform optimally; Compile the strategic, annual performance plan, quarter reports and annual reports of the Sub-Directorate.

**ENQUIRIES** : Ms T Taoana-Mashiloane; Tel No: (012) 309 3112

**POST 19/41** : **DEPUTY DIRECTOR: LEGISLATION REF NO: DOT/HRM/18 (X 2 POSTS)**  
(Branch: Road Transport)  
(Chief Directorate: Road Transport Regulations)  
(Directorate: Road Traffic Legislation and Standards)

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R779 295 per annum (Level 12)  
: Pretoria  
: A recognised NQF Level 7 as recognised by SAQA in LLB or equivalent four-year Legal qualification, with minimum of 5 years' relevant experience. The following will serve as strong recommendation: Knowledge of the National Road Traffic Act, 1996 (Act No.93 of 1996) and all other road traffic related legislation, i.e. AARTO Act, CBRTA Act, RAF Act, RTMC Act, SANRAL Act. Knowledge of processing legislation development and taking legislation through Parliament. Knowledge and understanding of Government policies, programmes and priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills, excellent interpersonal skills, proven planning, organising and project management skills. Candidates must have excellent verbal and written communication skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet Explorer), and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports and submissions are essential. Candidates have to be in possession of valid driving license. Willingness to travel and work extended hours.

**DUTIES** : The successful candidate will: Drafting of the National Road Traffic Act, 1996 (Act No.93 of 1996) and other road traffic legislation. Chairing of various National legislation development Committees, working groups and sub-working groups meeting. Assist with the implementation of Road Traffic Act and all other road traffic related legislation. Processing of draft Road Legislation for public comments, inputs or objections. Incorporate submissions, inputs and comments on proposed Road Traffic Legislation. Submit draft Road Traffic Legislation or any other road traffic related matter to the Government Departments, Provincial Departments, any Agency of the Department, Local Authorities and role-players. Processing any requests concerning any new Road Traffic Legislation or amendments to existing legislation. Attend to all enquires as well as correspondence in relation to vehicle standards and legal requirements. Harmonisation of National Road Traffic Act and other roads legislation with other legislation such as the Constitution, PAJA and PAIA.

**ENQUIRIES** : Mr J Motsatsing; Tel No: (012) 309 33574/3114

**POST 19/42** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOT/HRM/19**  
(Branch: Administration (Office of the Chief Operations Officer))  
(Chief Directorate: Human Resource Management and Development)

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R657 558 per annum (Level 11)  
: Pretoria  
: A recognised NQF level 6/7 qualification in Labour relations/Employee Relations or relevant Law degree with a minimum working experience of 5 years dealing with individual labour relations matters and ability to represent the employer at Disciplinary hearings as well as Conciliation and Arbitration. Candidates must also have an understanding of all applicable government

regulatory prescripts. The following will serve as strong recommendations: Exposure and knowledge of all applicable regulatory prescripts i.e. PSCBC and GPSSBC Collective Agreements, Labour Relations Act, Basic Conditions of Employment Act, PAJA, PAIA, Public Service Act and Public Service Regulations, Public Finance Management Act. Relevant experience in the field of labour relations. Exposure to and knowledge of all applicable regulatory prescripts. Knowledge and experience of conciliation and arbitration proceedings. Knowledge and experience in the handling of disciplinary hearings, grievances and complaints. Knowledge of the functioning of the Bargaining Chamber. Good communication skills (verbal and written). Advanced negotiation skills.

**DUTIES** : Manage and advise on all internal labour relations issues, provide advice on Public Service Co-ordinating Bargaining Council (PSCBC) and GPSSBC Resolutions. Represent the department at the external labour relations forums. Conduct exit interviews and prepare reports to departmental management. Manage grievances in accordance with the prescribed procedures, prepare and submit grievance statistics to the Public Service Commission and to other relevant stakeholders. Facilitate the collective bargaining in the Departmental Bargaining Council (DBC). Establish sound relations with recognised employee organisations in the public service. Ensure the establishment and functioning of the Departmental Bargaining Council. Develop and implement departmental labour relations policies and programmes. Conduct labour relations workshops in the department. Monitor the implementation of policies and collective agreements. Manage industrial action in the department. Ensure that contingency measures are in place to minimise the adverse effect of strikes in the department. Collect attendance statistics on each day of the strike day and submit such statistics to the DPSA. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Sub-Directorate.

**ENQUIRIES** : Mr P Mohlala, Tel No: (012) 309 3542

**POST 19/43** : **ASSISTANT DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND STRATEGIES REF NO: DOT/HRM/20**  
(Branch: Maritime Transport)  
(Chief Directorate: Maritime Infrastructure & Industry Development)  
(Directorate: Maritime Industry Development and Economic Regulation)

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R417 552 per annum (Level 10)  
: Pretoria  
: An appropriate NQF Level 7 as recognised by SAQA in Maritime Studies, Transport Logistics or Transport Economics plus 3 years relevant/ applicable experience OR a NQF level 6 as recognised by SAQA in Maritime Studies, Transport Logistics or Transport Economics plus five (5) years relevant experience. The following will serve as a recommendation: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting);Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations and administers tender procurement processes in accordance with generally recognised SCM and financial practices; Good communication skills (verbal and written); Computer literacy. Must be able and willing to travel nationally. Be able to work under pressure.

**DUTIES** : The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Develop framework to enhance training and career awareness across the value chain of the maritime transport sector; Promote World Maritime Day by providing support with organizing the annual event nationally; Promote careers in Maritime through awareness campaigns, expos and promotion programmes by visiting schools; Promote SADC partnerships to stimulate and sustain regional growth; Support the development of programmes to improve the South African ship register and monitor the ship registration offices; Support and monitor the implementation of the National Ports Act and Commercial Ports Policy and make proposals for review; Monitor framework on economic participation of historically disadvantaged individuals in the maritime industry; Support establishment of Maritime BBBEE Council for nine provinces; Provide support with bilateral and multilateral agreements; Support the development and implementation of the

		Maritime Transport Sector Development Council (MTSDC); Facilitate and coordinate the process of issuing maritime yearbook; Provide inputs with strategic, annual performance plan and quarterly reports of the Sub directorate; Preparing and submitting implementation plans; Respond to maritime industry development queries.
<b><u>ENQUIRIES</u></b>	:	Ms T Taoana-Mashiloane; Tel No: (012) 309 3112
<b><u>POST 19/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/21</u></b> (Branch: Civil Aviation) (Sub-Directorate: Project Management and Financial Administration)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Level 09) Pretoria Applicants must be in the possession of a recognised NQF Level 6/7 as recognised by SAQA in Public Administration / Public Management / Financial Management and 3 years relevant experience. The following key competencies and attributes are essential: Be able work individuals and teams at both executive and operational levels. Knowledge of Public Finance Management System 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 results driven.
<b><u>DUTIES</u></b>	:	The incumbent will responsible 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 project 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 procedures are followed as required (departmental Bidding Committee – and Departmental Tender Committee forms are appropriately motivated and the quotes are comparable). Monitor Programme/Sub-Programme budget for over and under expenditure. Assist with reports on unauthorised, 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 submission related to the request for placement/re-appointment abroad from the Branch to HRM and DIRCO. Process the applications for Special Travelling Privileges (STP), renting of motor vehicle, 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 travelling outside borders of country of placement. Assist with verification of claims received from DIRCO prior to submit to the DDG or relevant delegated authority.
<b><u>ENQUIRIES</u></b>	:	Ms H Ramugadi; Tel No: (012) 309 3546
<b><u>POST 19/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT &amp; DEVELOPMENT SYSTEM REF NO: DOT/HRM/22</u></b> (Branch: Administration (Chief Operations Officer)) (Directorate: Human Resource Development and Performance Management & Development System) (Sub-Directorate: Performance Management & Development System)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Level 09) Pretoria Applicants must be in the possession of a recognised NQF Level 6/7 as recognised by SAQA in Human Resource Management, Management or Public Administration with three years relevant experience in the PMDS field. The following key competencies and attributes are essential: Knowledge of Public Service Regulations; through knowledge application of PDMS Directives, prescripts and collectives agreements on PMDS, PFMA and

		PERSAL; excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills; problem solving; time management; planning, coordination and organizational skills; computer literacy skills (MS Office package).
<b><u>DUTIES</u></b>	:	The incumbent will responsible to: Assist in the management and coordination of the effective implementation of the Performance Management System in the Department; Provide quality assurance to all the PMDS documents; Manage, file and analyse data on performance agreements/review and appraisals concluded to produce statistical information and management reports; Facilitate the various Moderating Committee meetings and logistics; Conduct PMDS workshops; Assist in the development/ review of PMDS policies, Sub-Directorate business/Operational Plans, notice and guidelines on latest developments in performance management. Provide technical advice to all staff; Ensure Department complies with related PMDS prescripts; Supervise and mentor subordinates, including interns within the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms R Mashamaite; Tel No: (012) 309 3225
<b><u>POST 19/46</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: BURSARIES REF NO: DOT/HRM/23</u></b> (Branch: Chief Operations Officer) (Directorate: Human Resource Development and Performance Management & Development System) (Sub-Directorate: (Internal) Human Resource Development)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R183 558 per annum (Level 06) Pretoria An appropriate NQF Level 6 as recognised by SAQA in Human Resource Management / Human Resource Development / Public Administration / Management with at least 1-year relevant experience in Human Resource Development environment. The following will serve as strong recommendations: Knowledge and understanding of legislations that governs Skills Development, excellent interpersonal relations, ability to function both independently and as part of the team. Ability to handle pressure, good communications and writing skills, good presentation and facilitation skills, problem solving, time management ,planning, coordination and organisational skills, computer literacy skill (MS Office, Word and Excel), excellent in the coordination and management of bursaries, a valid driver license will be added as advantage.
<b><u>DUTIES</u></b>	:	The incumbent will responsible to: Coordinate and administer bursaries; Advertise bursaries according to DoT requirements; Administer files for transfer of bursaries to and from the department; coordinate and administer bursaries, provide secretariat support to Human Resource Development Committee and Bursary Committee; Develop and maintain bursary database, process bursary payments. Assist in the recruitment and selection of Interns/Learners for the Learner ship Programme; Assist in handling applications and the selection process of interns/Learner for learner ship programme. Open and manage learner' files, coordinate leadership induction workshop and meetings with learners, process payments to the services provider as per the Service Level Agreement. Coordination of on boarding programme; identifying staff for attendance of induction programme coordinate all induction training programme. Render general administrative duties to the Directorate. Maintain proper filing system for the Bursary Office. Manage travel arrangements and accommodation for officials attending classes, render general administrative support to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms D Maleka; Tel No: (012) 309 3811
<b><u>POST 19/47</u></b>	:	<b><u>RECRUITMENT AND SELECTION ASSISTANT REF NO: DOT/HRM/24</u></b> (Branch: Administration (Chief Operations Officer) (Directorate: Human Resource Management and Administration) (Sub-Directorate: Recruitment and Selection)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R183 558 per annum (Level 06) Pretoria An appropriate NQF Level 6/7 as recognised by SAQA in Human Resource Management with at least 1 year experience in HRM environment and the experience in Recruitment and Selection will be added as advantage. The following will serve as strong recommendations: Problem-solving abilities.

- Communication skills (written and verbal). Project management skills. Interpersonal, liaison, coordination and organizing skills. Computer literacy. Willingness to work beyond normal working hours.
- DUTIES** : The incumbent will responsible to: Sort job applications. Capture all applications from job applicants and compile executive summaries. Assist with other HR administrative duties as when required. Arrange for a suitable date for short listings. Invite all stakeholders, panel members including organized labour to the short listing. Scribe during the short listing meeting. Compile submission for shortlist approvals. Conduct reference checks for the shortlisted candidates. Arrange date and venue for the interviews. Invite shortlisted candidates to the interviews. Escort candidates to and from the interview venue on the day of the interviews. Assist candidates with the completion of S & T forms and submit them for approval. Assist with any logistics regarding interviews. Conduct pre-employment security screening for the shortlisted candidates with NIA. Conduct verification of qualification for the recommended candidates with SAQA. Compile a database all educational verifications from SAQA.
- ENQUIRIES** : Ms N Masilela; Tel No: (012) 309 3104
- POST 19/48** : **GRAPHIC DESIGN ASSISTANT REF NO: DOT/HRM/25**  
(Branch: Administration (Chief Operations Officer)  
(Chief Directorate: Communication)  
(Directorate: Internal Communications)
- SALARY** : R183 558 per annum (Level 06)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate NQF Level 6/7 as recognised by SAQA in Graphic Design or Fine Art with 1 year experience. The following will serve as strong recommendations: knowledge and skills of Multi-media; Computer graphics packages; Corel Draw; Adobe Photoshop; Desktop Publishing etc. Communication skills. Computer literacy; typing skills and project management.
- DUTIES** : Develop the overall layout of publications (annual report strategic documents and other departmental publications; Develop and design brochures and publications, Enhance the corporate image of the department by designing corporate gifts package & covers, Develop the layout of calendars for the Department, Create graphs and charts for publications; Assist the Web Developers with graphic and art content of the Department's website; Develop material for the website interactive media and multi project, Design graphics, images and visual elements for the websites pages; Provide graphic design support to branches; design layout according to specific needs, Prepare sketches by hand or with the aid of computer; maintain graphic design equipment; Ensure colours, art work are available, Maintain equipment as required (computer, software, digital and electronic aids)
- ENQUIRIES** : Mr R Maboho, Tel No: (012) 309 3401 / Mr S Xaba, Tel No: (012) 309 3669