

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** : 11 June 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 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 DPSSA SMS competency assessment tools.
- ERRATUM:** kindly note that the post of Director: Airports & Airspace advertised in vacancy circular 20 dated 18 May 2018 with the closing date of 11 June 2018, was advertised with the incorrect Chief Directorate and Directorate, the correct Chief Directorate: Aviation Policy and Regulation and Directorate: Airports & Airspace and the closing date is extended to 18 June 2018. For any enquiries: Ms Karen Naidoo Tel No: (012) 309 3550.

MANAGEMENT ECHELON

- POST 21/34** : **DIRECTOR: STAKEHOLDER MANAGEMENT (REF NO: DOT/HRM/33)**
(Branch: Administration (Chief Operations Officer)
(Chief Directorate: Communication)
- SALARY** : All-inclusive salary package of R948 143 per annum of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF Level 7 qualification in Communications / Marketing / Public relations with a minimum working experience of 5 years at MMS level. Note the following key competencies and attributes are essential: Extensive compilation of management reports. Knowledge of Public Finance Management Act. Extensive good communication skills (verbal and written). Good interpersonal and influencing abilities. Self-motivated, disciple, assertive, innovative and reliable. Knowledge of strategic management and business planning. Computer literacy. A Valid driver license. Willness to travel and work irregular hours.
- DUTIES** : The incumbent will be responsible to: Manage intergovernmental communication. Maintain professional and positive relations with other governmental departments. Develop stakeholder profile and database. Keep stakeholders informed on transport developments. Develop and implement a

Ministerial stakeholder, izimbizo and intergovernmental relations programmes. Manage entity and sector relations. Liaise with relevant stakeholder to ensure maximum communication coverage and effect. Manage marketing campaigns and events .Develop project plans with clear scope and project milestones for all events. Consolidate and manage calendar of events. Manage and control the directorate

ENQUIRIES : Mr C Msibi; Tel No: (012) 309 3406

OTHER POSTS

POST 21/35 : **DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL – INVESTIGATIONS AND RESEARCH (REF NO: DOT/HRM/34)**
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: Transport Appeal Tribunal)

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R779 295 per annum
: Pretoria
: A recognised NQF level 7 qualification in Law with a minimum of 5 years' experience in the legal services or related environment dealing with statutory bodies. Knowledge of public transport and related legislations will be an advantage. The following will serve as a recommendation: Excellent working knowledge of the NLTA and all other related legal statutes. Sound knowledge of Government protocol and processes. Knowledge of TAT Acts and Regulations. Sound knowledge of the PFMA and Treasury Regulations. Investigations and Research skills. Good communication skills (verbal & written), Report writing, Computer literacy, Good project management skills. Organising 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 : The successful candidate will: 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 & taxi associations and other affected stakeholders. 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, other Respondents, Objectors and Operators. Conduct field investigations 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 stakeholders 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 standards and ensure their attainability & sustainability. Plan, organise and control activities pertaining to the component. Prepare and 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.

ENQUIRIES : Mr ZM Matebese Tel No: 012 309 3861

POST 21/36 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT (REF NO: DOT/HRM/35)**
(Branch: Administration: Office of the Chief Financial Officer)
(Chief Directorate: Financial Administration and Supply Chain Management)
(Directorate: Supply Chain Management)

- SALARY CENTRE REQUIREMENTS** :
- : All-inclusive salary package of R657 558 per annum (Level 11)
 - : Pretoria
 - : An appropriate recognized NQF Level 6/7 in Legal Administration / Contract Management / Supply Chain Management or related field as recognised by SAQA with at least 5 years' experience in contract management, procurement management or project management. Preference will be given to candidates with the following knowledge and skills: In-depth knowledge of contract and project management and knowledge of the PFMA and Treasury Regulations relating to supply chain management, the PPPFA and supply chain management prescripts is essential. The applicant must have a high level computer literacy, communication skills (verbal and written), interpersonal, co-ordinating and organising skills.
- DUTIES** :
- : The incumbent will be required to develop a contract management policy and periodically review contract management related policies, procedure and delegations, and oversee and ensure the implementation of the policies and against the Procurement Plan. Major ongoing duties include: Populate and manage a Contract Management System, manage the negotiation and termination of contract, maintain a database of contract, report monthly on contract awarded, ensure compliance with contractual terms (including the achievement of deliverables within stipulated timeframes and contractual terms), assist with the compilation of Terms of Reference, ensure that Terms reference meet the necessary requirements before bids are advertised (including deliverables linked to a payment schedule), make recommendations on pre-qualification criteria for preferential procurement, oversee the signing of contract. The incumbent will be an advisory member of the Bid Adjudication Committee. Prepare annual performance plans for the component.
- ENQUIRIES** :
- : Ms R de Villiers Tel No: (012) 309-3248
- POST 21/37** :
- : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT (REF NO: DOT/HRM/36)**
(Branch: Administration: Office of the Chief Financial Officer)
(Chief Directorate: Financial Administration and Supply Chain Management)
(Directorate: Supply Chain Management)
- SALARY CENTRE REQUIREMENTS** :
- : All-inclusive salary package of R657 558 per annum (Level 11)
 - : Pretoria
 - : An appropriate recognized NQF Level 6/7 in Supply Chain Management / Logistics / Purchasing or related field as recognised by SAQA with at least 5 years' experience in supply chain management and procurement management. Preference will be given to candidates with the following knowledge and skills: In-depth knowledge of the PFMA and Treasury Regulations relating to supply chain management, the PPPFA and supply chain management prescripts is essential. The applicant must have a high level computer literacy, communication skills (verbal and written), interpersonal, co-ordinating and organising skills.
- DUTIES** :
- : The incumbent will be required to maintain (periodic reviews) logistics and asset management related policies and procedures, such as the Asset Management policy, inventory policy and Disposal Strategy and oversee and ensure the implementation of the policies and procedures. The incumbent will be responsible to manage and oversee two section that are responsible for logistics and asset management. Major ongoing duties include: Manage the Logis section and oversee the issuing of orders and payments to suppliers. Ensure the correctness of the Logis commitments register and Logis accrual register. Oversee leasing contract. Oversee the management of store and the receipt and distribution of inventory. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the assets register to transactions on the Basic Accounting System (BAS). The incumbent will be a members or advisor to the Loss Control Committee and the Disposal Committee. Prepare annual performance plans for the component and supervise staff.
- ENQUIRIES** :
- : Ms R de Villiers; Tel No: (012) 309-3248

POST 21/38 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF NO: DOT/HRM/37)**
(Branch: Administration (Office of the Chief Operation 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 Human Resource Management with a minimum of 5 years practical experience in the field of Human Resource Administration, particularly conditions of service and benefits, of which three years are at supervisory level. Certificate for PERSAL Controllers – Extensive knowledge of the PERSAL system. The following will serve as strong recommendations: Sound knowledge and exposure to all applicable regulatory frameworks applicable to and impacting on personnel administration, e.g. PSCBC and GPSSBC Collective Agreements, Public Service Directives, Determinations, procedures, policies and rulings, reporting formats and procedures, Basic Conditions of Employment Act, PAJA, PAIIA, Public Service Act and Public Service Regulations, National Archives of South Africa Act, Public Finance Management Act, Code of Remuneration, Pension Acts and Rules, Relevant experience in the field of dealing with service conditions and benefits. Must be computer literate, particularly with MS suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical, attention to details and the ability to work effectively under pressure.

DUTIES : Provide strategic support to Director: Human Resource Management and Administration; Respond to human resource enquiries of a more strategic nature i.e. interpretation of policies and legislative framework, parliamentary questions, audit queries, research and liaison with other government departments. Manage the administration of service benefits by giving guidance in respect of service conditions and benefits; Ensure compliance with applicable prescripts governing service benefits, and ensure quality control of work. Monitor and evaluate policies and ensure compliance; Manage and administer Policy and Procedure in Incapacity Leave and Ill-health Retirement (PILIR) in the Department; Liaise with the Health Risk Manager and DPSA pertaining to PILIR and ensure the compilation of monthly and annual PILIR statistics. Participate in the development of operational plans of the Directorate; Participate with the development of human resource planning; Render expert advice on HR administration matters, policies and legislative framework; Oversee the completion of the eDisclosure of Financial Interests of all designated employees, for submission to the Public Service Commission; Perform the duties of an Ethics Officer, Management of PERSAL; perform all duties of a PERSAL Controller for the Department, Oversee and manage the Sub-directorate: HRA; oversee the management of employee records and document management system in HR Registry, compile inputs for Annual Report, Strategic documents, budget and Business Plan for the Sub-directorate.

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

POST 21/39 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (REF NO: DOT/HRM/38)**
(Branch: Administration (Office of the Chief Operation Officer)
(Chief Directorate: Human Resource Management and Development)

SALARY CENTRE REQUIREMENTS : R281 418 per annum (Level 08)
: Pretoria
: A Recognised NQF level 6/7 in Labour Relations / Public Administration/ Management / Human Resource Management with at least two years' experience in Labour Relations environment. The following will serve as strong recommendations: Sound knowledge and exposure to all applicable regulatory frameworks applicable to labour relations, e.g. PSCBC and GPSSBC Collective Agreements, Public Service Directives, Determinations, procedures, policies, Basic Conditions of Employment Act, PAJA, PAIIA, Public Service Act

and Public Service Regulations, Public Finance Management Act, Relevant experience in the field of dealing with labour relations issues. Must be computer literate, particularly with MS suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical, attention to details and the ability to work effectively under pressure.

DUTIES

: Promote sound Labour Relations in the institution and ensure efficient management labour relations. Investigate and deal with less serious misconduct, Keep statistics of all disciplinary cases, Deal with conflicts / complaints from the Departmental Employees , Render advisory role in Progressive Disciplinary hearings and to investigating officers appointed by the Department, Handle grievances by receiving and acknowledging of grievances, update the aggrieved employees on progress and maintain the grievance register. Perform general office administration i.e Send and receive faxes, e-mails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences where necessary, obtain relevant quotes and order suppliers, administer travel arrangements (accommodation, travel, venues arrangements etc), provide secretariat support for meetings, organise meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment and copy relevant literature), coordinate presentations for meetings / workshops / seminars / conferences. Facilitate exit interviews i.e. Prepare exit interview forms, conduct exit interviews, compile stats for all exit interviews conducted.

ENQUIRIES

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