

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** : 18 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.

OTHER POSTS

- POST 22/60** : **STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE (REF NO: DOT/HRM/40)**
(Branch: Administration (Chief Financial Officer)
(Chief Directorate: Budgeting and Compliance)
(Directorate: Internal Control and Compliance)
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 07)
: Pretoria
: A Recognised NQF level 6/7 in Accounting or Finance with one (1) year relevant working experience. The following competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations; Knowledge of internal control framework, Knowledge of BAS, communication skills (verbal and written); Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, planning and organisational skill.
- DUTIES** : The incumbent will responsible to: Assist in review of financial policies and procedures, Perform internal checking process in line with policies and procedures, Distribution of the internal and external audit queries. Assist in conducting compliance review with PFMA and Treasury Regulations and other relevant prescripts. Maintain proper system for filling of accounting documents. Assist in the process for safekeeping of payment batches. Assist with office administration duties
- ENQUIRIES** : Ms A Ngombane; Tel No: (012) 309 3869
- POST 22/61** : **NATIONAL PUBLIC TRANSPORT REGULATOR (NPTR) HELP DESK OFFICER REF NO: DOT/HRM/41 (X 3 POSTS)**
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: NPTR Institutional Support)
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 07)
: Pretoria
: A Recognised NQF level 6/7 in Transport Management, Public Management or Office Management or Business Management as recognised by SAQA plus a

minimum of two (2) year's relevant experience of which 1 must be in the Public Transport Licensing Environment. Experience in front office/customer service will be an added advantage. The following competencies are essential: Excellent written and verbal communication skills; knowledge of the National Land Transport Act (NLTA) of 2009, NLTA regulations: National Land Transport Information System; Computer literacy (MS Word, Excel, Power Point etc.); team work and willingness to work beyond normal working hours.

DUTIES : The successful candidate will: Provide general assistance to clients; Perform a general review of clients documentation; Render general information and advisory services to applicants at help desk; Provide application forms to applicants; Follow up on outstanding documents; Verify information on OLA and RAS; Complete and sign checklists, refer application to the cashier; Record applications received in the control book; Handle public enquiries with regard to the status of their applications; Liaise with various stakeholders; Refer application to appropriate counters; Follow up on all transactions; Develop and keep a register of all accredited operators/to the next section.

ENQUIRIES : Mr P. Kolotsi Tel No: (012) 309 3024

POST 22/62 : **PROCESSING AND ISSUING OFFICER REF: DOT/HRM/42 (X3 POSTS)**

(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: NPTR Institutional Support)

SALARY : R226 611 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A Recognised NQF level 6/7 in Public Management, Business Management, Office Management or Transport Management as recognised by SAQA plus 2 years' experience of which 1 year must be experience in the Public Transport Operating Licence environment. The following knowledge and skills will be an added advantage: database management systems; excellent written and verbal communication skills; knowledge and understanding of the National Land Transport Act (NLTA, Act No 5 of 2009), NLTA regulations and systems, Computer literacy (MS Word, Excel and Power Point); team work and customer service orientation, willingness to work beyond normal working hours.

DUTIES : The successful candidate will: Verify and process applications for interprovincial and tourist transport services; Cross check submitted tax clearance certificates with SARS; Register applications for accreditation of tourist transport operators and interprovincial transport services on OLAS; Issue operating license for interprovincial and tourist transport services; Refer applications to the planning authorities, NPTR inspectors and PREs Verify registration and licensing of vehicles on eNatis; Compile reports for presentation to the NPTR; Safe guard the allocated face value document; Handle public enquiries; Ensure proper hand-over of files from/ to the next section; Perform general administration of the NPTR; Ensure proper safeguard of face value documents; Liaise with various stakeholders; Prepare progress reports.

ENQUIRIES : Ms R Nchabeleng Tel No: (012) 309 3237

POST 22/63 : **ADMINISTRATIVE ASSISTANT: NATIONAL PUBLIC TRANSPORT REGULATOR (NPTR) FINANCE (REF NO: DOT/HRM/43)**

(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: NPTR Institutional Support)

SALARY : R183 558 per annum (Level 06)

CENTRE : Pretoria

REQUIREMENTS : A Recognised NQF level 6 in Financial Management, Business Management, Auditing, Public Management as recognised by SAQA with 1 year relevant experience or Grade 12 with at least 3 – 5 years relevant experience in a financial environment. Experience in working with the Public Transport Environment and National Land Transport Information System (NLTIS) will be an added advantage.

The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 and regulations; Public Financial Management Act (PFMA); Understanding of the Public Transport Operating Licence environment; Excellent written and verbal communication skills; Knowledge of GAAP, Computer literacy (MS Word, Excel and Power Point); Knowledge of GAAP; ability to work in a team; Good customer service orientation.

DUTIES : The successful candidate will: Record and verify all Electronic Funds (EFT), cheque and direct deposits made by applications; Confirm payments prior to finalizing and approving application; Keep register of monies, deposits handed over to state accountant; Compile daily, weekly and monthly reconciliation reports; Capture minimum information on the Operating License Administration System (OLAS); Hand over applications for registration and processing; Provide advice and guidance on the prescribed fee; Prepare reconciliation reports in consultation with the Finance Directorate. Follow up on invoices; Complete payment advises for NPTR; Provide Assistance with ordering of stationary; Prepare progress reports.

ENQUIRIES : Mr P. Kolotsi Tel No: (012) 309 3024

POST 22/64 : **REGISTRY CLERK (REF NO: DOT/HRM/44)**
 (Branch: Public Transport)
 (Chief Directorate: Public Transport Regulation)
 (Directorate: National Public Transport Regulator)
 (Sub-Directorate: NPTR Institutional Support)

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 05)
 : Pretoria
 : A Grade 12 (Matric) or equivalent NQF level 4 qualification as recognised by SAQA coupled with appropriate experience in messenger/registry services. 1 year experience in Public Transport Environment will be an added advantage. The following key competencies are essential: Knowledge of Promotion of Access to Information Act (PAIA); Administration Justice Act; National Archives Acts and Regulations; Knowledge of registry duties, practices as well as the ability to capture data; Computer literacy (MS Word, Excel, Power Point etc.); Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Ability to handle confidential documents; Sound written and verbal communication skills; Planning and organizing skills.

DUTIES : The successful candidate will: Maintain effective and efficient filing system for the NPTR. Sort and distribute mail and other correspondence to relevant officials. Attend to incoming and outgoing mail. Photocopy, scan and faxing of documents. Maintain a manual and electronic database of all incoming and outgoing files. Control the movement of files within NPTR value chain. Assist with Record files that leave registry. Assist with general filing within NPTR. Handle registry related queries. Maintain and update the NPTR, MRE and PRE contact Details. Provide copies of document when required to do so

ENQUIRIES : Mr P. Kolotsi Tel No: (012) 309 3024