

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** : 23 July 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 27/36** : **ASSISTANT DIRECTOR: TRANSPORT STATISTICS (REF NO: DOT/HRM/45)**
(Branch: Integrated Transport Planning)
(Chief Directorate: Modelling and Economic Analysis)
(Directorate: Statistical Analysis)
(Sub-Directorate: Transport Statistics)
- SALARY CENTRE REQUIREMENTS** : R444 693 per annum. (Level 10)
: Pretoria
: 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 Mlotsa, Tel No: (012) 309-3190

POST 27/37 : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE (REF NO: DOT/HRM/46)**
 (Branch: Administration (Chief Financial Officer)
 (Chief Directorate: Budget and Compliance)
 (Directorate: Internal Control and Compliance)

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6/7 qualification in Accounting or Finance with two (2) years relevant working experience. Note the following key competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations; Knowledge of Internal Control framework; 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 organizing skills; Project Management.

DUTIES : The incumbent will be responsible to: Assist in review of financial policies and procedures; Perform internal checking process in line with policies and procedures ; Assist in preparation of report on payment batches reviewed; Distribution of internal and external audit queries; Assist in conducting compliance review with PFMA and Treasury Regulations and other relevant prescripts; Coordination of Loss Control Committee meetings; Assist in the process for safekeeping of payment batches; Render general office administration.

ENQUIRIES : Ms A Ngombane; Tel No: (012) 309 3869