

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. Room 4034.
- FOR ATTENTION** : Recruitment Unit
- CLOSING DATE** : 03 September 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 DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 33/46** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (REF NO: DOT/HRM/47)**
(Branch: Administration (Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Human Resource Development and Performance Management)
(This post is being re-advertised and candidates who applied previously may re-apply if they are still interested)
- SALARY** : All-inclusive salary package of R948 174 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree or Advanced Diploma in Human Resource Management / Public Management at NQF level 7 as recognized by SAQA plus a minimum 5 years' experience at senior management or middle management level. The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
- DUTIES** : Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. Ensure capacity development for the transport sector by: developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the

Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring 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, evaluate projected spending plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate.

ENQUIRIES

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Ms C Coetzee; Tel No: (012) 309 3000