

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** : 01 October 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 37/78** : **DEPUTY DIRECTOR: SHIP AND PORT SECURITY REF NO: DOT/HRM/55**
(Branch: Maritime Transport)
(Chief Directorate: Implementation, Monitoring and Evaluation)
(Directorate: Maritime Safety, Security and Environment)
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R826 053 per annum (Level 12)
: Pretoria
: An appropriate Diploma / Degree in Security studies or Bachelor of Administration at NQF Level 6 or 7 as recognised by SAQA with a minimum of at least 5 years' experience in Junior Management Level (Assistant Director) in Maritime, SANAI Security Management Certificate and Training in the maritime security industry will be an advantage. The following will serve as a recommendation: Understanding of the maritime security matters; Basic security administrative skills; Knowledge of maritime security as contained in the Merchant Shipping (Maritime Security) Regulations, 2004 and the ISPS Code; Knowledge of IMO resolutions; Knowledge of the maritime transport environment, provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals; 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; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Responsible for compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally and internationally. Be able to work under pressure. Knowledge and Skills: Advanced Project Management skills; Negotiation skills; Interpersonal skills; Organisational skills; Presentation skills;

DUTIES

Sound Communication skills; Excellent writing skills; Advance Computer skills. Must comply with the security clearance by State Security Agency (SSA).

: The successful candidate will: Duties: The successful candidate will: Ensure that maritime security processes are undertaken in an integrated manner support economic growth and development of the country by: Manage the ships clearance process in accordance with the determination of the Regulations within a stipulated time; Ensure that the Maritime Security Systems are frequently developed/ maintained to accommodate technologic development in the security environment; Continuously liaise with maritime security stakeholders on vessel clearances to ensure a collaborated implementation of ship security measures; Ensure that international treaties are brought in line with the maritime security regulations; Compile monthly statistical reports on ship clearances; Provide advice into the development and amendment of maritime security legislations, regulations and policy framework which are in line with the ISPS Code; Manage the maritime security monitoring and implementation processes underpinning approval, revision, variation, review and cancellation of Ports/Ports Facility Security Plans; Ensure that Ports/Ports Facilities comply with the requirements of the regulations for Ports/Ports Facility Security Plans and Ports/Ports Facility Assessments; Ensure that inspections, verification and external audits are conducted at every security regulated ports/ports facility; Compile reports on maritime security incidents and security breaches; Convene meetings of the Maritime Security Advisory Committee (MSAC) and ensure implementation of decisions taken time to time; Ensure that the Director-General designate authorize officers that assist in determining whether maritime industry participants comply with the Regulations; Assist in the selection of External Auditors for maritime security; Compile reports on any matter that has arisen out of inspections, external audits and verifications conducted for consideration by the Deputy Director or Director; Manage and present an on-the-job capacity development program to enhance the job performance of staff; Monitor quality control of the work of subordinates in accordance with the Batho Pele Principles; Monitor the planning, organizing and delegation of work to subordinates; Sign and evaluate performance agreement with subordinates in line with the Branch overall Annual Performance Plan; and Contribute to recruitment and placement for vacant positions and job descriptions; Manage the development and implementation of project plans for national security awareness campaigns programs; Identify developmental programs for the maritime security industry and contribute towards the alignment of training needs of the National Qualification Framework; Ensure that yearly ISPS Code Anniversary Celebrations are conducted or facilitated; Coordinate and facilitate country and reciprocal visits with the Regional and International Countries for ISPS Code information sharing of best practices.

ENQUIRIES

: Mr M Ralephenya Tel No: 012 309 3032

POST 37/79

: **DEPUTY DIRECTOR: ROAD DELIVERY PROGRAMMES REF NO: DOT/HRM/56**
(Branch: Road Transport)
(Chief Directorate: Road Engineering Standards)
(Directorate: Road Transport, Research, Standards and Guidelines)

SALARY CENTRE REQUIREMENTS

: All-inclusive salary package of R826 053 per annum (Level 12)
: Pretoria
: An appropriate Diploma / Degree in Civil Engineering or BSC Engineering at NQF Level 6 or 7 as recognised by SAQA plus 5 – 10 years' experience with regards management and operations in the Road Construction and Maintenance Industry. Registration with ECSA as Professional Engineer or Engineering Technologist will be added advantage. The following will serve as a recommendation: Understanding of relevant prescripts an policy development skills; Knowledge of Public Finance Management Act, DORA and the Treasury Regulations and Government Processes; Knowledge of Norms and Standards in the roads sector; Analytical and problem-solving skills; Communication skills; Client orientation and customer focus; Must be willing to travel extensively and work irregular hours; Project Management skills; Compilation of management and technical reports and

		proposals; PFMA, MMFA, Treasury Regulations and GIAMA; processes and procedures for development of Policies and technical Standards.
<u>DUTIES</u>	:	The incumbent will be expected to provide coordination, monitoring and evaluation and technical and administrative support to: Undertake studies and benchmark effective roads delivery programmes to be rolled out nationally; Develop, maintain and update policies, strategies and frameworks based on research; Establish labour intensive construction capacity for the roads sector in South Africa; Ensure implementation of Best Practise Delivery Models for Roads; Stakeholder management and handing of enquiries and dealing with road infrastructure related queries.
<u>ENQUIRIES</u>	:	Mr M Futshane Tel No: 012 309 3610
<u>POST 37/80</u>	:	<u>ENGINEER / TECHNOLOGIST: ROAD TRANSPORT RESEARCH AND GUIDELINES REF NO: DOT/HRM/57</u> (Branch: Road Transport) (Chief Directorate: Road Engineering Standards) (Directorate: Road Transport, Research, Standards and Guidelines)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R826 053 per annum (Level 12) Pretoria Technical Expert with an appropriate Diploma / Degree in Engineering at NQF Level 6 / 7 as recognised by SAQA with a minimum of six (6) years appropriate work experience and knowledge in the Government environment. Considerable knowledge of Engineering Research methods, techniques and procedures. Considerable knowledge of Engineering principles, physical sciences and biological science as related to engineering. Must have completed training or proof of his/her capabilities in practice with regards research, and policy formulation & implementation. Registration with Engineering Council will be an Advantage. Computer applications and working with large database files. Valid driver's license. The following will serve as a recommendation: Understanding of relevant prescripts and policy development skills; Knowledge of Public Finance management Act, DORA and the Treasury Regulations and Government Processes; Analytical and problem-solving skills; Strategic capability and leadership; Communication skills; Client orientation and customer focus Must be willing to travel extensively and work irregular hours; Ability to establish and maintain effective working relationship with research scientist, administrative personnel and other stakeholder.
<u>DUTIES</u>	:	The incumbent will be expected to provide Coordination, Monitoring and Evaluation and Technical and Administrative Support to: Develop a road transport research agenda addressing current and future research needs and areas for the sector; Develop, maintain and update policies, strategies and framework based on research; facilitate the professional development of government staff and held them to stay abreast of current advances in science and technology; Develop and implement capacity building for the road industry.
<u>ENQUIRIES</u>	:	Mr M Futshane Tel No: 012 309 3610
<u>POST 37/81</u>	:	<u>DEPUTY DIRECTOR: VEHICLE TESTING REF NO: DOT/HRM/58</u> (Branch: Road Transport) (Chief Directorate: Road Transport Regulation) (Directorate: Compliance)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R826 053 per annum (Level 12) Pretoria An appropriate National Diploma / Degree at NQF Level 6 / 7 as recognised by SAQA with a Diploma (A-grade) Examiner of vehicles plus 5 years working experience as an examiner of vehicles with Driving licences Code EC and A. Note: The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act and Regulations; Extensive knowledge of South African National Standard (SANS) codes and all relevant legislation pertaining to the testing of vehicles; Knowledge of the role and duties of the Inspectorate for Vehicle Testing Stations; Computer literacy; Advanced communication skills (written and presentation); Advanced coordination skills; Operational, planning and

		facilitation skills; Proven office administration skills; Willingness to travel and work irregular hours; Management skills.
<u>DUTIES</u>	:	The incumbent will be responsible to: Manage and control staff by performing a supervisory and leadership role; Auditing evaluations and Inspections of standards at vehicle testing stations by the Inspectorate of Vehicle Testing Stations; Ensure evaluation of Vehicle Examiners and ad hoc inspections in person; Perform eNaTIS Report Audits; Assist Vehicle Testing Stations to comply to prescribed legislation; Conduct preliminary investigations; Chair committees and forums.
<u>ENQUIRIES</u>	:	Ms LS Botma, Tel No: (012) 309 3763
<u>POST 37/82</u>	:	<u>DEPUTY DIRECTOR: AVIATION SECURITY REF NO: DOT/HRM/59</u> (Branch: Civil Aviation) (Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue) (Directorate: Aviation Safety & Security) (Sub-Directorate: Aviation Security)
<u>SALARY</u>	:	All-inclusive salary package of R826 053 per annum (Level 12)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF Level 6/7 in Transport Economics, Administration, Law or Aviation related qualification coupled with ICAO recognised qualification relevant to Aviation Security. Technical knowledge in aviation field with specific reference to Aviation Security. Five to eight years' experience in Aviation Security. Note: Preference will be given to candidates with the following: Knowledge of Aviation Security issues. Working understanding of the Civil Aviation Act 13 of 2009 and the Civil Aviation Regulations. Working knowledge of ICAO, AFCAC and SADC operations and setup. Knowledge of the Civil Aviation Regulatory and Institutional Frameworks. Ability to interpret aviation related Treaties and Protocols. Ability to interact with the different committees and aviation stakeholders. A strategic thinker with managerial, leadership and operational knowledge. Good interpersonal relations and communication skills at all levels. Good problem solving skills, confidentiality and reliability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Facilitate the development, implementation and monitoring of Aviation Security Regulatory policy frameworks and enforcement regime. Identify security hazards and ensure that remedial action necessary to maintain an acceptable level of safety is implemented. Facilitate and participate in the National Air Transport Facilitation Committee. Ensure the development of the National Aviation Security Programme in line with the Civil Aviation Act and Annex 9 to the Chicago Convention. Ensure the establishment of well constituted National Aviation Security Committee. Monitor the development of ICAO Standards and Recommended Practices relating to NASP and Aviation Security. Facilitate and participate in Aviation Security Audits. Monitor industry compliance with legislative and regulatory frameworks. Monitor security issues, corrective/preventive actions and provide security education. Manage the existence of Committees and Sub-Committees and attend interdepartmental working groups. Represent South Africa in ICAO, AFCAC and SADC meetings dealing with Aviation Security. Update Security Manuals and prepare Security reports as required. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. Levers Mabaso Tel No: (012) 309-3385
<u>POST 37/83</u>	:	<u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/60</u> (Administration: (Office of the Director-General) (Chief Directorate: Internal Audit) (Directorate: Forensic Investigations)
<u>SALARY</u>	:	All-inclusive salary package of R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Forensic Investigations / Law / Auditing at NQF Level 6 or 7 as recognised by SAQA plus five (5) years functional experience in forensic investigations environment of which the three (3) years must be in management/Assistant Director level. A Certified Fraud Examiner (CFE) will serve as an added advantage. The following will serve as a recommendation: Must have a drivers licence; Must be prepared to travel; Must have an extensive knowledge

		of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct and others; Proficiency in presentation and facilitation skills; Must possess analytical and investigation skills; Strong report writing skills; Good communication skills.
<u>DUTIES</u>	:	To manage and receive reported allegations of fraud and corruption. Pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department. Update the Fraud Allegation Register. Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed forensic and Investigation Service Providers. Facilitate advocacy through awareness /education programmes on Anti-Corruption. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Update the fraud risk register. Manage annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Attend Risk and Audit Committee meetings. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Mr D Ramukosi Tel No: 012 309 3932
<u>POST 37/84</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOT/HRM/61</u> (Branch: (Office of the Director-General) (Chief Directorate: Internal Audit and Fraud Investigation) (Directorate: Internal, Performance and IT Audits (Sub- Directorate: Internal Audit)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R697 011 per annum (Level 11) Pretoria An appropriate Diploma / Degree in Internal Audit or equivalent at NQF Level 6 / 7 as recognised by SAQA plus 5 years relevant experience at junior management level. Certified Internal Audit (CIA) will serve as an added advantage. Pre-substantial experience in internal auditing or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, knowledge of the international standards for the professional practices of internal auditing, knowledge of audit system, knowledge of the public service and applicable legislations, management experience, excellent verbal and written communication, good client relations and management skills, problem solving and presentation skills, willingness to work irregular hours.
<u>DUTIES</u>	:	Assist with compilation of the Three-year rolling and Annual Internal Audit Plans for approval by the Audit Committee. Develop Audit Planning memorandum and Audit Programmes for approval by the Chief Audit Executive. Review Audit work performed by subordinates. Review audit findings as recorded on the draft report to ensure factual evidence. Review electronic audit files to ensure that the work complies with the audit standards. Review planning and execution of follow-up audits; Liaise and manage relations with clients during audits. Assist with special projects (ad-hoc projects); Compile quarterly reports on performance against approved assurance audit plan for submission to EXCO and audit committee, assist with the development of the annual report. Management of the assurance sub-directorate. Provide guidance and adequate support and development of sub-directorate staff.
<u>ENQUIRIES</u>	:	Ms B Mnqwazi, Tel No: (012) 309 3220
<u>POST 37/85</u>	:	<u>DEPUTY DIRECTOR HUMAN RESOURCE STRATEGY & PLANNING REF NO: DOT/HRM/62</u> (Administration (Office of the Chief Operations Officer) (Chief Directorate: Human Resource Management and Development) (Directorate: Human Resource Management and Administration)
<u>SALARY</u>	:	All-inclusive salary package of R697 011 per annum (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Degree/ National Diploma in Human Resource Management/Personnel Management/Public Administration or equivalent qualification in Social Sciences at NQF Level 6 / 7 as recognised by SAQA with least five (5) years' relevant experience of which three (3) years must be at Assistant Director level in HR Planning and Employment Equity environment. The following will serve as a strong recommendation: Knowledge and understanding of public service prescripts; working knowledge of policy analysis and development; interpersonal relationship and liaison skills; negotiation skills, team building and participation; leadership skills; creativity and innovation; strategic thinking and problem solving; adherence to deadlines and willingness to work irregular hours when required; Computer literacy; Good communication skills (written and verbal).
<u>DUTIES</u>	:	Develop, implement, monitor and maintain the departmental HR plan in line with DPSA's prescripts. Develop and implement effective HR strategies and policies in line with prescripts and best practices. Develop and maintain an effective retention strategy. Develop and maintain Delegations of Authority documents in line with the relevant prescripts, Develop, implement and monitor Employment Equity Plan for the Department, Lead research and development of HRP matters and advice management accordingly, Maintain and update a manual and electronic HR policy database, distribute to staff and ensure the placement of policies on the Intranet, Compile and maintain statistics and respond to audit queries, internal and external reporting. Arrange information sessions, provide training and technical support on the sub-directorate's mandate and participate in orientation sessions. Provide a vision, set the direction for the sub-directorate and inspire others to plan, execute, deliver and report on the organizational mandate, Manage and encourage staff to optimise their outputs and effectively manage relationships in order to achieve organizational goals. Ensure that there is compliance on all HR related matters in the Department, Provide an HR advisory support and information service for the Department, Serve on Departmental Committees as delegated, Manage resources under the Sub-directorate and provide budget inputs for projects.
<u>ENQUIRIES</u>	:	Mr P Mohlala, Tel No: (012) 309 3542
<u>POST 37/86</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/63</u> (Branch: Integrated Transport Planning) (Chief Directorate: Freight Logistics) (Directorate: Logistics Infrastructure) (Sub-Directorate: Logistics Infrastructure)
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate National Diploma / Degree or recognised tertiary qualification in Transport, Public Administration and Economics or preferably in Freight Logistics at NQF Level 6 / 7 as recognised by SAQA, plus at least three years of proven applications experience. Experience in the transport industry will be an added advantage. Note: The following will serve as strong recommendations: sound knowledge of the freight logistics environment and knowledge of the role of various modes of transport in the seamless movement of goods and services. Understanding of inter-governmental relations. Be in a position to lead processes. Understanding of freight corridors and a wiliness to travel and work irregular hours.
<u>DUTIES</u>	:	On a continuous basis, implement and update linkage between Provincial, Local and District freight. Implement an integrated freight logistics plan across the country with respect of both operations and freight logistics infrastructure. Liaise and coordinate Provincial freight logistics initiatives. Be a member of existing institutional structure throughout the country. Implement corridor system that integrate Local and District Municipalities with Provinces and Primary corridor networks. Keep and continuously update stakeholder information and contacts Nationally, Regionally and Continentally. Liaise with stakeholders in general. Attend meetings on behalf of or upon instruction of the supervisor.
<u>ENQUIRIES</u>	:	Ms M Gqada; Tel No: (012) 309 3641

<u>POST 37/87</u>	:	<u>ASSISTANT DIRECTOR: BLACK ECONOMIC EMPOWERMENT (BEE), IMPLEMENTATION, MONITORING AND EVALUATION - PUBLIC SECTOR REF NO: DOT/HRM/64</u> (Branch: Integrated Transport Planning) (Chief Directorate: Modelling and Economic Analysis) (Directorate: Black Economic Empowerment) (Sub-Directorate: Implementation, Monitoring & Evaluation)
<u>SALARY</u>	:	R444 693 per annum. (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in B Com, Business Administration or equivalent qualification (preferably Commercial Qualification) at NQF Level 6 / 7 as recognised by SAQA plus at least three (3) years relevant experience. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, Legislations and requirements; Understanding of Corporate Governance, PFMA, EEA, PPPFA, SDA; Ability to establish relationship and partnerships with a wide variety of stakeholder; Excellent stakeholder interaction; Interpersonal and People Management; Leadership qualities, pay attention to details; apply systematic approach, ability to work under pressure, good verbal and written communication, excellent computer skills, project management and above-average analytical skills.
<u>DUTIES</u>	:	The Incumbent will: Assist in making sure that Public Sector deliver on the Transport Sector B-BBEE Charter; Assist in the collation and collection of information related to key BEE Performance Indicators; Communicate Public Sector B-BBEE scorecard; Monitor progress of the charter by Public Sector; Assist in developing systems that will assist implementation, monitoring and evaluation of Public Sector scorecard's targets and weightings and continuously update Public Sector database. Help to analyse B-BBEE trends in the Transport Sector (Public Sector) through verification of B-BBEE certificates from Transport Entities, Provinces Stakeholder at large; Advise the Department on B-BBEE non-compliance; and constantly interact with the institutions (e.g. Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises, etc.) to monitor B-BBEE in the Transport Sector. Provide administrative support within B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders meetings etc.) She/he must be willing to work under pressure, long hours and do intensive travelling.
<u>ENQUIRIES</u>	:	Mr T Mafolo; Tel No: (012) 309 3011
<u>POST 37/88</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/65</u> (Branch: Road Transport) (Chief Directorate: Road Regulations)
<u>SALARY</u>	:	R444 693 per annum. (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Road Safety Management, Transport Management or Public Management at NQF Level 6 or 7 as recognised by SAQA plus three (3) years' experience of which two (2) years must be within the Road Safety/Road environment. Note: The following will serve as a recommendation: Knowledge and understanding of policies and strategies pertaining to road safety; Knowledge of National Road Traffic Act and other related legislation administered by Department of Transport; Understanding of relevant prescripts and policy development skills; A good understanding of road safety programmes; Computer applications and working with large database files; Knowledge of Public Finance management Act, DORA and the Treasury Regulations and Government Processes; Analytical and problem-solving skills; Organising skills; Minute taking; Communication skills; Client orientation and customer focus Must be willing to travel extensively and work irregular hours; Valid driver's license.
<u>DUTIES</u>	:	The incumbent will be expected to take overall responsibility to: Participate in ongoing research and the development of effective programs to be implemented national wide; Participate in the coordination and the implementation of 365 Days

		Road Safety Programs; Disseminate Road Safety Information to various Stakeholders in line with the Implementation Plan; Attend to all Road Safety queries submitted to the Department by the public; Represent the department in provincial coordinated Road Safety meetings and monitoring of programs.
<u>ENQUIRIES</u>	:	Ms T Moyo; (Tel) No: 012 309 3692
<u>POST 37/89</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/66</u> (Administration: (Office of the Director-General) (Chief Directorate: Internal Audit) (Directorate: Forensic Investigations)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Forensic Investigations / Law / Auditing at NQF Level 6 or 7 as recognised by SAQA plus 3-5 years' experience in forensic investigations environment. A Certified Fraud Examiner (CFE) will serve as an added advantage. Note: The following will serve as a recommendation: Must have a drivers licence. Must be prepared to travel. Must have worked in a team, which involved supervisory responsibilities. Must have an extensive knowledge of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct. Proficiency in presentation and facilitation skills. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.
<u>DUTIES</u>	:	Assist in managing and receiving reported allegations of fraud and corruption. Pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department. Update the Fraud Allegation Register. Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed forensic and Investigation Service Providers. Facilitate advocacy through awareness /education programmes on Anti-Corruption. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Update the fraud risk register. Provide input in drafting and managing annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Ms S Buthelezi Tel No: 012 309 3672
<u>POST 37/90</u>	:	<u>ASSISTANT DIRECTOR: ICT AUDIT GENERAL CONTROLS REF NO: DOT/HRM/67</u> (Branch: Office of the Director-General) (Chief Directorate: Internal Audit & Fraud Investigations) (Directorate: Internal, Performance and ICT Audit) (Sub-Directorate: ICT Audits)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma or Bachelor's Degree in Financial Information Systems or Internal Auditing or equivalent at NQF Level 6 / 7 as recognised by SAQA plus three (3) years relevant experience plus the registration for a CISA qualification. Membership of ISACA. Note: The following will serve as recommendations: substantial experience in IT Audit and Internal Audit or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, IT Security Qualification, Data Analysis Qualification, understanding of performance management system would be advantageous, knowledge of the public service and applicable legislation, management experience, excellent verbal, liaison and writing communication, planning and

		coordinating skills, good problem solving and presentation skills, willingness to work irregular hours.
<u>DUTIES</u>	:	Planning IT Audits, executing IT Audits, Reporting on IT Audit projects, follow up on implementation of IT general controls audit findings, participate in the development of the annual IT audit operational plan, perform engagements plans that include engagement's objectives, scope, timing, and resource allocation, perform the execution of audit projects as per annual operational plan, perform engagement of work programs, compile draft IT reports for review by supervisor, ensure that audit communications are accurate, objective, clear, concise, constructive, complete and timely, provide input in the development of the annual audit opinion report, update findings tracking report in relation to IT general controls audit findings, provide assistance in the compilation of all required administrative reports, maintain good stakeholder relationships with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms M Kgwadi Tel No: (012) 309 3950
<u>POST 37/91</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING STRATEGY REF NO: DOT/HRM/68</u> (Branch: Administration (Chief Operating Officer) (Chief Directorate: Human Resource Management and Development) (Directorate: Human Resource Management and Administration)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Degree in Human Resource Management or Public Management / Administration majoring in Human Resource Management at NQF Level 6 / 7 as recognised by SAQA plus three – five (3 – 5) years' relevant experience in HR Planning. The following will serve as a Strong recommendation: Relevant experience in Human Resource Planning environment; Knowledge of Public Service prescripts; Ability to interpret and apply all applicable regulatory prescripts; Experience in research, policy and strategy development; Planning, Coordinating and Organising skills; Good communication and interpersonal skills; Project and analytical skills; Report writing skill; Presentation skills; Computer literacy; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Participate in the development, implementation, monitoring and maintaining of a Departmental HR plan in line with DPSA's prescripts; Participate in the Development and implementation of effective HR strategies and policies in line with prescripts and best practices. Assist in the development and maintaining an effective retention strategy. Assist with the development and maintaining of the Delegation of Authority documents in line with relevant prescripts, Assist with the development, implementation and monitoring of Employment Equity Act in the Department, Participate in the conducting of research and development on HRP matters and in advising management accordingly, Assist in maintaining and updating of manual and electronic HR policy database, distribute to staff and place policies on the Intranet, Compile and maintain statistics and respond to audit queries, internal and external reporting. Arrange information sessions, provide training and technical support on the sub-directorate's mandate and participate in orientation sessions. Participate in providing a vision, setting the direction for the sub- directorate and in inspiring others to plan, Assist in execution, delivering and reporting on the organizational mandate, Assist in managing and encouraging staff to optimise their outputs and in effectively managing relationships in order to achieve organizational goals. Assist in ensuring that there is compliance on all HR related matters in the Department, Assist in providing an HR advisory support and information service for the Department, Assist in serving on Departmental Committees as delegated, Assist in managing resources under the Sub-directorate and providing budget inputs for projects.
<u>ENQUIRIES</u>	:	Mr P Mohlala; Tel No: (012) 309 3542

<u>POST 37/92</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMITTEE SUPPORT REF NO: DOT/HRM/69</u> (Administration: (Office of the Chief Operations Officer) (Chief Directorate: Corporate Management) (Directorate: Secretariat Services) (Sub-directorate: Internal Committee Support)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Pretoria An appropriate National Diploma / Degree in Public Management/ Public Administration/ Governance and Administration at NQF Level 6 / 7 as recognised by SAQA with at least 3 years' relevant experience in rendering Secretariat Support. Note: The following will serve as a recommendation: The candidate must be in the Secretariat services as opposed to secretarial experience therefore prior experience in the Secretariat environment will be highly recommended; Excellent analytical and listening skills; Excellent minutes, report writing and verbal communication skills; Organising ability and knowledge of meeting proceedings and terminology; In-depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Maintain absolute confidentiality; Ability to work under pressure Computer literacy; Must have a valid drivers licence; Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: High level meeting coordination and attendance, manage and direct all structural and committee meetings; Provide comprehensive support to the Chairpersons of transport structures and committees; Compile notices, agendas, minutes, reports and documents related to committees / working groups/ task teams; Record and transcribe minutes at meetings and produce high quality documentation; Follow-up on matters and decisions arising/taken from meetings and ensure that they are concluded the before the following meeting; Establish new Committees and assist in drafting of Terms of Reference; Manage information and decision-tracking for all documentation i.e. Reports, Legislative Papers, Agreements and other related documentation; Deal with confidential and secret information in accordance with the terms of the recommendations of the MISS document; Supervise work of lower level staff.
<u>ENQUIRIES</u>	:	Ms S Akpan Tel No: (012) 309 3346
<u>POST 37/93</u>	:	<u>SENIOR COMMITTEE OFFICER REF NO: DOT/HRM/70</u> (Branch: Administration: (Office of the Chief Operations Officer) (Chief Directorate: Corporate Management) (Directorate: Secretariat Services) (Sub directorate: Secretariat Services)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) Pretoria Applicants must be in possession of a recognised National Diploma / Degree in Public Service Management or any other relevant qualification at NQF Level 6 / 7 as recognised by SAQA with 3 years' relevant Secretariat experience or Grade 12 with 5 years relevant Secretariat experience. Note: The following will serve as a recommendation: Good verbal and above average written communication skills; Systematic planning and organizing skills; Ability to work as a member of a team; Self-assured and confident in own abilities; Remain calm and level-headed under pressure; Adhere to the Batho Pele principles; Computer literacy; Must have a valid driver's license; Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage, plan and co-ordinate all arrangements pertaining to identified meetings, workshops and seminars; Liaise with the Chairpersons and Members of Committees, Working Groups/ Task Teams; Compile notices, agendas, reports, documents related to committees/ Working Groups/ Task Teams; Compile minutes (record and transcribe minutes); Follow up on decisions and resolutions and monitor the implementation thereof; Attend to resolution and minute enquiries from internal and external stakeholders; Maintain and update the database of assigned committees' minutes, resolutions and contact details of members and Terms of Reference for

each committee. Deal with confidential and secret information in terms of the prescripts of the MISS.

ENQUIRIES : Ms D Shitlane Tel No: (012) 309 3510

POST 37/94 : **SENIOR BIDDING OFFICER REF NO: DOT/HRM/71**
 (Administration: Office of the Chief Financial Officer)
 (Chief Directorate: Financial Administration and Supply Chain Management)
 (Directorate: Supply Chain Management)
 (Sub-Directorate: Bidding)

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
 : Pretoria
 : A recognised Diploma / Degree in Procurement/Logistics or Public Administration or equivalent at NQF Level 6 / 7 as recognised by SAQA plus three (3) years relevant experience in Supply Chain Management of which two (2) years must be in Acquisition Management. The following will serve as strong recommendations: Proven knowledge of government procurement procedures and regulations; PPFA; Knowledge of the PFMA and Treasury Regulations and Supply Chain Management Practices; Computer literacy; Good communication skills (verbal and written); Interpersonal; Co-ordinating and organising skills; Telephone etiquette; Confidence, confidentiality and reliability; Ability to work under tight deadlines and pressure; Must willing to work beyond normal working hours when required.

DUTIES : The incumbent will be responsible for the following: Prepare of all Bids documents; Report to the National Treasury on bidding matters; Compile adverts and provide administrative support at the three bidding committees; Play a major role in conducting information/briefing sessions for all bids in the department; Manage an effective filling system; Capacitate interns.

ENQUIRIES : Mr J Mashinini; Tel No: (012) 309 3045

POST 37/95 : **PERFORMANCE AUDITOR REF NO: DOT/HRM/72**
 (Administration: (Office of the Director-General)
 (Directorate: Performance Audit)
 (Sub-Directorate: Performance Audit)

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
 : Pretoria
 : Bachelor's Degree/Diploma in Internal Auditing or Finance at NQF Level 6 or 7 as recognised by SAQA plus a minimum of three (3) years' experience, working in performance audit environment and any post training in performance auditing. Note: the following will serve as a strong recommendation: performance auditing and performance management, project and process evaluation, cost accounting and management, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, knowledge of internal developments and standards in these areas, computer literacy, excellent verbal, liaison and writing communication.

DUTIES : The incumbent will be responsible for the following: risk management, planning, execution of work, participate in identification of risks relating to performance audit directorate, update the risk register, do pre-audit survey, review background information, provide assistance in developing audit projects plan, identify symptoms and criteria, prepare draft reports, submit the draft report for review to the supervisor, completion of time sheets and submission to supervisor and submit weekly reports to the supervisor.

ENQUIRIES : Mr M Mokobane, Tel No: (012) 309 3084

POST 37/96 : **PROCUREMENT ADMINISTRATION ASSISTANT: ASSET REF NO: DOT/HRM/73**
 (Administration: Office of the Chief Financial Officer)
 (Chief Directorate: Financial Administration and Supply Chain Management)
 (Directorate: Supply Chain Management)
 (Sub-Directorate: Asset)

SALARY CENTRE : R196 407 per annum (Level 06)
 : Pretoria

- REQUIREMENTS** : Appropriate Diploma / Degree in Supply Chain / Logistics / Public Administration and other relevant qualification at NQF Level 6 / 7 as recognised by SAQA plus one (1) year relevant experience in Asset Management. Note: The following will serve as strong recommendations: Knowledge of LOGIS; Knowledge of the Public Financial Management Act; Treasury Regulations; Good communication skills (verbal and written); Computer literacy (MS Word, MS Excel) Driver's license will be added advantage.
- DUTIES** : Assist with the management of assets; Responsible for movement of assets; Capturing of movements on the LOGIS system; Bar coding of assets; Maintenance of the asset register of the Department; Assist with the disposal of redundant assets.
- ENQUIRIES** : Ms A Sethole; Tel No: (012) 309 3115
- POST 37/97** : **ADMINISTRATIVE ASSISTANT REF NO: DOT/HRM/74**
(Branch: Road Transport)
(Sub-Directorate: Project Management and Financial Administration)
- SALARY** : R196 407 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a recognised Diploma / Degree in Public Administration/ Public Management at NQF Level 6 / 7 as recognised by SAQA plus one (1) year relevant experience OR a Senior Certificate/ Grade 12 with a minimum of four years relevant experience in terms of fully operational Officer with regard to administration. The following will serve as recommendations: Knowledge of general accounting practices; Knowledge of PFMA and Treasury Regulations; Knowledge of Supply Chain Management procedures and policies; Good communication skills (verbal and written); Good interpersonal relations.
- DUTIES** : The successful candidate will: Provide an effective and efficient administrative service for the Branch; Assist the Branch with preparation of meetings; Prepare documentation for procurement of goods and services for the Branch; Provide support for the compilation of payments and subsistence & travel claims in the Branch; Verify and receive procured goods and services; Manage incoming documents, filling, tracking and disposal thereof.
- ENQUIRIES** : Ms M Letsoalo; Tel No: (012) 309 3720
- POST 37/98** : **SECURITY OFFICERS REF NO: DOT/HRM/75 (X4 POSTS)**
(Branch: Administration (Chief Operating Officer)
(Chief Directorate: Corporate Management)
(Directorate: Security Services)
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : National Senior Certificate / Grade 12 with valid PSIRA registration (Minimum Grade C) and a minimum of one-year practical security industry experience. The following will serve as an advantage: Transport security environment experience; Valid Code EB (old code 8) driving licence; National Diploma in Security Management or studying towards. Computer literacy. Note: The following competencies and attributes are essential: Knowledge of Control of Access to Public Premises and Vehicle Act and other relevant legislations; Good planning, organising and coordinating skills; Good communication and interpersonal skills; Ability to work under pressure. This is a shift work position and applicants must be prepared to work shifts as per operational requirements of the employer.
- DUTIES** : The incumbent will be responsible for: Rendering access control services which entails: issuing of access cards, ensuring that visitors are escorted while in the building, subjecting employees and visitors and their luggage to electronic search through metal detectors and x-ray machines; Provide statistical reports with regard to access control activities; Provide control room operations, monitoring of CCTV, alarms and fire detection and public address system; Provide general guarding and patrolling; Searching of vehicles and conducting searches at security duty points; Supervision of contract security officers.
- ENQUIRIES** : Mr. S Dube; Tel No: (012) 309 3882