

## 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** : 08 October 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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 38/58** : **ASSISTANT DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION REF NO: DOT/HRM/76**  
(Branch: Maritime Transport)  
(Chief Directorate: Maritime Policy Development)  
(Directorate: Maritime Policy Development and Quality Assurance)

- SALARY** : R444 693 per annum. (Level 10)
- REQUIREMENTS** : An applicant must have LLB Degree at NQF level 7 as recognised by SAQA with 3 years drafting experience as well as knowledge of ratification of conventions, Regulations, legislations, Policy and strategies. Note: The following will serve as a recommendation: Knowledge of South African Maritime Transport Environment; the Merchant Shipping Act and relevant Maritime Regulations; Knowledge of International Maritime Treaties/ protocols (IMO/ILO/UN); Ability to draft legislation; 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; Good communication skills (verbal and written); Computer literacy; 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. Be able to work under pressure.

- DUTIES** : The successful candidate will: Ensure that maritime Policy and Legislation processes are undertaken in an inclusive manner and that development of the country by: Evaluate current legislation for the Department that affects maritime; Consult with line functionaries and Agencies on legislation; interpretation of

statutes interpretation of statutes; Draft proposed amendments to maritime legislation; Study impact of possible amendments of certain legislation; Draw up new legislation in consultation with affected parties; Determine factual and legal situation; Coordinate inputs and prepare presentations for meetings; Liaise with agencies on amendments and other legislative matters; Compile submissions to Minister; Manage enquiries from DG Minister and public; Provide secretariat support at project meetings; Participation in Audit compliance process in ordinance with international requirement; Ensure that the legislation is aligned to the IMO Conventions and practices; Provide guidance and adequate support for and development of the staff of the Directorate; Ensure 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 infrastructure spending plans; Authorise expenditure; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the Directorate; Set budget levels; Monitor the planning, organising and delegation of work; Monitor, analyse & evaluate the performance of corporate communication; Ensure monitoring & evaluation is carried out in all areas of the branch.

- ENQUIRIES** : Mr D Ntuli Tel No: 012 309 3331
- POST 38/59** : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT MONITORING AND INSPECTIONS REF NO: DOT/HRM/77 (X2 POSTS)**  
 (Branch: Public Transport)  
 (Chief Directorate: Public Transport Regulation)  
 (Directorate: National Public Transport Regulation)  
 (Sub-Directorate: Public Transport Monitoring)
- SALARY CENTRE REQUIREMENTS** : R444 693 per annum per annum (Level 10)  
 : Pretoria  
 : A National Diploma or Degree in Public Management, Business Management, Office Management, Transport Management or Traffic Policing at NQF Level 6/7 as recognized by SAQA plus 4 years' experience monitoring and evaluation or Public Transport Environment of which 1 year must be on supervisory level. Experience as a Traffic Officer or Examiner of Vehicles will be an added advantage. The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 ( Act No 5 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); National Road Traffic Act (NRTA) of 1996 (Act 93 of 1996); Understanding of Public Transport Regulatory Entities; Good communication and report writing skills; Project management skills; Good interpersonal relations; Understanding of the tourism industry; Understanding of machinery of government; Computer literacy (MS Word, Excel and Power Point); monitoring and evaluation, team work, valid driver's licence and willingness to travel and work beyond normal working hours.
- DUTIES** : Carry out investigations as instructed by the National Public Transport Regulator (NPTR) in line with the requirements of the NLTA. Conduct Adhoc inspection on accredited tourist operators. Develop and update checklists for conducting inspections. Ensure adherence to procedures and conditions imposed by the NPTR. Monitor the implementation of Memorandum of Understanding (MOU's) between the NPTR and Provinces and other stakeholders. Collect and report on statistics of operating licences issued. Facilitate the signing of MOUs with law enforcement agencies and Provincial Regulatory Entities (PRE's). Provide inputs to the development and redesigning of the NLTIS. Arrange for testing of vehicles as recommended by the NPTR. Facilitate the submission of Transport Plans by municipalities; Monitor the conversion of permits to operating licences. Develop and update accreditation guidelines; Compile reports on inspections conducted. Provide variety of information to passengers, operators, general public and Regulatory entities.
- ENQUIRIES** : Mr A Ruele Tel No: (012) 309 3127