

## 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** : 21 December 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 49/59** : **DEPUTY DIRECTOR: INCOME AND EXPENDITURE REF NO: DOT/HRM/80**  
Branch: Administration (Office of the Chief Financial Officer)  
Chief Directorate: Financial Administration and Supply Chain Management  
Directorate: Financial Administration  
Sub-directorate: Income and Expenditure
- SALARY REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive salary package)  
: A three year Bachelor's Degree/Diploma in Financial Accounting with at least seven years Financial Management experience in Government Accounting (of which five years should have been at a management level). Good knowledge and experience in Income and Expenditure management, Working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and the Treasury Regulations, Intermediate MSEXcel skills, Excellent interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, Planning and organizing skills, Management and leadership skills, Decision making skills.
- DUTIES** : Implement departmental accounting policies, procedures and processes. Manage the issuing, recording, reconciliation, replenishment, safeguarding and accounting of petty cash. Manage the payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Manage receivables due to the department, including: the recording, collection, banking and write-off of irrecoverable amounts. Perform general ledger reconciliations, including: bank, suspense and interdepartmental accounts. Manage the BAS interface exceptions. Perform the month-end and year-end accounts closure process. Provide accounting and financial information and advice. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and guidelines. Institute and review internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income & Expenditure.
- ENQUIRIES** : Mr. Johan Nel Tel No: (012) 309 3627

<b><u>POST 49/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND EMPLOYEMNT EQUITY REF NO: DOT/HRM/81</u></b> Branch: Administration (Chief Operations Officer) Chief Directorate: Human Resource Management & Development Directorate: Human Resource Management & Administration Sub-Directorate: Recruitment, Selection & Employment Equity
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum (Level 09) Pretoria An appropriate three-year degree/diploma in Human Resource Management or equivalent with at least 3 – 5 years' experience in the human resource management environment of which 3 years must have been in recruitment and selection and at supervisory level. The following will serve as strong recommendations: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts. Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal). Project management skills. Interpersonal, liaison, co-ordination and organising skills. Leadership and conflict resolution abilities. Willingness to work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Manage the advertisement of posts by: Interacting with line function, Organisational Development and Finance on drafting and approval of adverts. Assist with the responses from the advertising process. Participate in the selection panels and prepare submissions for appointments. Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts. Participate in individual and team discussions on the development and review of recruitment and selection policy & strategy. Assist in conducting research, developing, implementing and maintaining the recruitment and selection policy and strategies in line with legislative prescripts. Compile and maintain weekly, monthly and annual reports on Recruitment and Selection related issues. Arrange information sessions and provide training and technical support on interpretation of policy matters. Update the recruitment databases. Provide a supervisory service to the Sub-directorate. Ensure compliance with Employment Equity Act.
<b><u>ENQUIRIES</u></b>	:	Mr. P Mohlala Tel No: (012) 309 3542
<b><u>POST 49/61</u></b>	:	<b><u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/82</u></b> Branch: Administration (Office of the Chief Operations Officer) Chief Directorate: Human Resources Management and Development Directorate: Organisational Development and Change Management Sub-Directorate: Organisational Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R242 475 per annum (Level 07) Pretoria An appropriate NQF Level 6/7 in Management Services or Operations Management or Production Management with at least 2 years organisational development experience. Note: The following key competencies are essential: Knowledge of the Evaluate system; Good communication skills (verbal and written); Co-ordinating and Organising skills; Project Management; Analytical thinking and problem-solving abilities; Business process analysis; Computer literacy; Confidence, confidentiality and reliability; Ability to work on own and under tight deadlines and pressure; Must be willing to work beyond normal working hours when required.
<b><u>DUTIES</u></b>	:	The successful candidate will: Develop organisational structures to suit the needs of the Department; Manage establishment investigations to ensure that posts are correctly defined to suit the needs of the Department; Provide a procedure and method study service; Conduct work study investigations by applying time study, method study, unit costing and full time equivalent techniques to determine the required number of personnel required; Develop SDIP and manage the monitoring and evaluation of the implementation thereof; Provide a Job Evaluation Service to the Department; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Perform ad-hoc investigation

	:	into office equipment, labour saving devices, (computers, photo-copiers, printers etc.).
<b><u>ENQUIRIES</u></b>	:	Ms L Forssman Tel No: (012) 309 3148
<b><u>POST 49/62</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: EXPENDITURE REF NO: DOT/HRM/83 (X2 POSTS)</u></b>
	:	Branch: Administration (Office of the Chief Financial Officer Chief Directorate: Financial Administration and Supply Chain Management Directorate: Financial Administration Sub-directorate: Income and Expenditure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R196 407 per annum (Level 06)
	:	Pretoria
	:	An appropriate recognized degree / national diploma in accounting with at least three years Financial Management experience in Government. Good knowledge and experience in Expenditure management, Working knowledge of the Basic Accounting System (BAS), Basic MS Excel skills, Good interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Ensure that BAS payments are checked and verified before capturing. Processing of payments and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial Delegations. Safekeeping of documents and ensure the reconciliation of payments are complete. Ensure that Batches are submitted to Internal Control section. Clearing of suspense accounts. Resolve BAS interface exceptions.
<b><u>ENQUIRIES</u></b>	:	Mr. Johan Nel Tel No: (012) 309 3627
<b><u>POST 49/63</u></b>	:	<b><u>SENIOR REGISTRY CLERK REF NO: DOT/HRM/84</u></b>
	:	Branch: Administration (Office of the Chief Operations Officer Chief Directorate: Human Resource Management & Development Directorate: Human Resource Management & Administration Sub Directorate: Human Resource Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R196 407 per annum (Level 06)
	:	Pretoria
	:	A senior certificate / Grade 12 qualification with four years' experience in HR registry or NQF 6 in Public Management and one year relevant experience. The following will serve as strong recommendations: Understanding and knowledge of Human Resource registry. Knowledge of National Archives Act. Procedures and Policies. Planning and Organizing. Computer Literacy. Conflict Management skills. Good Interpersonal relations. Ability to maintain strict confidentiality. Personal attributes: Hardworking, ability to work under pressure, efficient and resourceful, ability to work independently and accuracy. Good communication skills (Verbal and Written). Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	Classify records according to the approved file plan and ensure safekeeping of all records according to the National Archives Act. Regulate receipt and flow of documentation internally and externally. Administer all HR records / HR filing systems and their disposal / redundancy. Manage the HR Registry and other General Administration. Ensure and maintain confidentiality in respect of all HR records and Access control to HR registry.
<b><u>ENQUIRIES</u></b>	:	Ms N Mahlangu Tel No: 012 309 3104