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: 10 June 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable from 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 18/113: DEPUTY DIRECTOR: MANUFACTURERS IMPORTERS AND BUILDERS REF NO: DOT/HRM/2019/17
(Branch: Road Transport)
(Chief Directorate: Road Transport Regulation)
(Directorate: Compliance)
(Sub-directorate: Manufacturers Importers and Builders)

SALARY: R869 007 per annum (Level 12) (All-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: A recognized NQF level 6/7 Bachelors of Administration in Licensing Practice. Plus five year’s relevant experience. Experience in monitoring and evaluation of manufacturers Importers and Builders (MIB) of motor vehicles and Abnormal Loads will be considered an added advantage. A valid unendorsed code B or EB driving license. The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act of 93 of 1996 and its Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Manufactures Importers and Builders and Abnormal Loads. Extensive knowledge of the role and duties of the Inspectorate for Manufactures Importers and Builders. Computer literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Proven office administration skills. Willingness to travel and work irregular hours. Management skills.

DUTIES: Manage and control staff by performing a supervisory and leadership role. Oversee the current function of inspectorate of MIBs. Performance of system audits. Identify required amendments and additions to the applicable legislation. Manage policies and procedures with regard to abnormal loads.

ENQUIRIES: Ms L S Botma Tel No: 012 309 3763
POST 18/114 : ASSISTANT DIRECTOR: MULTILATERAL COORDINATION REF NO: DOT/HRM/2019/18
(Branch: COO)
(Chief Directorate: International Relations)
(Directorate: Multilateral Coordination)

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : A recognized NQF level 6 or 7 qualification in public Management / Political Science majoring in International Relations with 3 years relevant experience. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, Understanding of the importance of SADC, AU and South – South cooperation. Good verbal, written as well as negotiation and presentation skills.

DUTIES : Manage and coordinate all international engagements of the Department and its State Owned Entities (SOEs). Assist in coordinating the Departments participation at international Meeting/ Conferences/Joint Commissions/State Visits etc. Represent the department in multilateral forums e.g IMO and ICAO. Assist in providing professional protocol services and support during the hosting of international conferences. Compile reports and inform stakeholders on all international transport matters. Preparation of submissions outlining issues for discussion in consultation with line functions, agencies and other stakeholders. Advise the Director General/Minister on international transport issues and provide in depth analysis, strategic leadership and the Departments position on international transport matters. Assist in coordinating delegation arrangements for incoming and outgoing engagements. Assist in ensuring that all international agreements are drafted within the required international standards and comply with international law and South Africa’s domestic law. Monitor the implementation of all multilateral international Agreements. Provide assistance in managing the sub-directorate.

ENQUIRIES : Mr B Kodisang Tel No: 012 309 3440

POST 18/115 : ASSISTANT DIRECTOR: PROVINCIAL REGULATORY & MUNICIPAL REGULATORY ENTITIES REF NO: DOT/HRM/2019/19
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: Provincial Regulatory & Municipal Regulatory Entities)

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : A recognized NQF level 6/7 qualification in Transport Management, Public Management (Public Administration) or Transport Planning plus 3 years relevant experience in the Public Operating License environment. Experience in stakeholder management and understanding of the Provincial Regulatory Entities (PREs) will be beneficial. Good interpersonal skills, communication and coordination skills; Computer literacy (Ms Word, Power Point, Excel etc) Report writing; Presentation skills; Organising and management abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and Supporting regulations; Knowledge of the National Land Transport Information System (NLTIS); Good track record in project management; Have a valid driver’s license and be willing to travel and work beyond normal working hours.

DUTIES : Provide support and assistance to Provinces and Municipalities through liaising, coordination and other process-associated establishment of Provincial Regulatory Entities (PRE) and Municipal Regulatory Entities (MRE). Monitor the effectiveness of systems and procedures designed to deal with smooth running of processes dealing with outstanding permits. Monitor the impact of the National Land Transport Information System’s (NLTIS) effect on processing and issuing of Operating Licenses (OL’s). Liaise with critical stakeholders and maintain communication. Represent the department in various committees, provide regular
feedback reports from stakeholder meetings and recommend action tasks emanating from such meetings. Provide assistance to facilitate the conversion of permits and other matters relating to operating licenses.

ENQUIRIES:
Mr P Kolotsi Tel No: 012 309 3024

POST 18/116:
ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT
REF NO: DOT/HRM/2019/21
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulation Support)
(Sub-Directorate: Institutional Support)

SALARY:
R470 040 per annum (Level 10)

CENTRE:
Pretoria

REQUIREMENTS:
A recognized NQF level 6/7 in Public Administration, Business Administration, Transport Management or Project Management, coupled with five years’ relevant experience within the Operating License environment. Experience in stakeholder management. The following key competencies are essential: Good understanding of how the machinery of government; including the linkages between the spheres of government; Good interpersonal skills, communication and communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organizing abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and supporting regulation; Knowledge of the National Land Transport Information System (NLTIS); National Archives Acts and Supporting Regulations; Good track record in project management; Have valid driver’s license and be willing to travel and work beyond normal working hours.

DUTIES:
Supervise the receiving and processing of applications for tourist transport and interprovincial operating licenses. Periodically review and update application forms as required by legislation. Facilitate the publication of notices in the government gazette. Supervise the upliftment of operating licenses. Supervise the process of receiving and checking tourist’s accreditation application forms for completeness. Provide support measures for the implementation of the NLTA with regard to accreditation of tourist transport services. Supervise verification process with the NPTR inspectors. Supervise the issuing of accreditation certificate, receipts, face value documents and application forms. Prepare briefs for the Transport Appeal Tribunals where appeals are lodged against the NPTR decision. Provide support and assistance to individual performance to be aligned with strategic objectives of the Unit. Monitor the use of OLAS by all NPTR users and report the abuse of the system to relevant authorities. Supervise the sub directorate.

ENQUIRIES:
Ms R Nchabeleng Tel No: 012 309 3237

POST 18/117:
ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND STRATEGY
REF NO: DOT/HRM/2019/20
(Branch: Administration (Chief Operating Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Human Resource Management and Administration)
This post is being re-advertised and candidates who applied previously don’t have to re-apply.

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Pretoria

REQUIREMENTS:
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. Note: 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.
DUTIES: 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.

ENQUIRIES: Ms M Ngwasheng Tel No: (012) 309 3724

POST 18/118: ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: DOT/HRM/2019/22
(Branch: Office of the Director General)
(Chief Directorate: Internal Audit and Forensic Investigations)
(Directorate: Forensic Investigations)
(Sub-directorate: Fraud Prevention)
This post was previously advertised in the Public Service Vacancy Circular 10 of 2019 and candidates who previously applied need not re-apply again as their applications will still be considered.

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognized NQF 6/7 in forensic Investigation/Law/Forensic Audit/Internal Auditing plus a minimum of 3 years relevant experience. Certified Fraud Examiner (CFE) will serve as an added advantage. Must have driver’s licenses. 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.

DUTIES: Facilitate Advocacy through awareness/education programmes on Anti-Corruption. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Review sources of fraud risks and identify high profile areas. 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. Review fraud triangle and advise management on fraud health profile of the department. Liaise with internal stakeholders on issues of anti-corruption. Regularly report to relevant oversight structures. Perform any other office administrative duties.

ENQUIRIES: Ms Samu Buthelezi Tel No: 012 309 3672.