The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Should be directed to The Department of Transport, Office no. A48, 32 Fleming Street, Stellenbosch Park, King William’s Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

ENQUIRIES: Mr. Ngcobo Tel no: 043 604 7455 Ext 7455,
FOR ATTENTION: Mrs N. Ntozakhe
CLOSING DATE: 12 July 2019
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 23/69: CHIEF ENGINEER: TRANSPORT PLANNING REF NO:.DOT 07/06/2019

SALARY: R 1 265 544. 00 Grade B (all – inclusive OSD package)
CENTRE: Head Office

DUTIES: Ensure provincial transport planning. Ensure provincial integrated public transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans. Ensure the development and maintenance of the Roads Asset Management System in line with applicable manuals. Manage the allocated resources of the Planning Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/70: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:.DOT 01/06/2019

SALARY: Range an all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)
CENTRE: Head Office
**REQUIREMENTS**


**DUTIES**

Ensure the provision of human resource administration: Manage the provision of human resource administration strategy and personnel information. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services. Manage the provision of employee health and wellness services. Ensure the provision of human resource development and performance management system: Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learner ship and internship programme. Manage effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provision of Human Resource Planning and Employee Relations Services: Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Manage the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the Chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/71**

CHIEF DIRECTOR: TRANSPORT REGULATIONS REF NO:.DOT 03/06/2019

**SALARY**

An all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road traffic act. The enforcing of compliance of number plate manufactures and embossers with the road traffic act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The
provision of counseling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits. Direct provision of road based public passenger transport registration services. Direct management of the walk in center. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve center: The rendering of traffic infringement center's front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community based structures. The promotion of traffic safety awareness through mass communication the rendering of effective traffic safety oversight and support. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/72 : CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE (PLANNING AND DESIGN) REF NO:.DOT 04/06/2019

SALARY : Range: An all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)
CENTRE : Head Office

DUTIES : Ensure provincial transport planning. Ensure provincial transport engineering services. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans (including roads planning and design). Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/73 : CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO:.DOT 05/06/2019

SALARY : R 1 189, 338.00 - R 1 422, 012.00 per annum (Level 14)
CENTRE : Head Office
DUTIES:

- Co-ordination and support of all EPWP programmes/projects within the department.
- Ensure engagement with all programmes within the department in accordance with EPWP norms and standards. Ensure coordination and consolidation of EPWP business plans. Ensure management of stakeholder relationships. Ensure maintenance of functional transport forums. Ensure promotion of visibility of the EPWP through marketing, branding and project profiling. Ensure provision of support to undertake coordination of EPWP by the department. Ensure provision of technical support to EPWP within the department. Facilitate monitoring and evaluation services on implementation of EPWP: Manage planning of EPWP projects. Manage and monitor the creation of work opportunities with respect to the targets of different units of the department. Ensure monitoring of projects for compliance to EPWP norms by different units within the department. Ensure evaluation of impact of projects/programmes implemented. Ensure provision of capacity building to EPWP participants and staff in terms of reporting. Ensure that the programme conducts periodical impact assessment studies and evaluate the effectiveness of the EPWP within the communities and department. Guide and lead management of promotion on implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Ensure management of research conducted on innovative strategies. Ensure management of research conducted on innovative strategies. Ensure Management and coordination of EPWP training and implementation of National Youth Service (NYS) programme. Manage and monitor facilitation on implementation of contractor development programme. Ensure promotion of community development programmes: Create work opportunities by implementing EPWP flagship projects. Ensure implementation of the programme in accordance with EPWP guidelines. Ensure an oversight on the provision of support on social facilitation and in compliance with the EPWP norms and standards. Manage the allocated resources. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/74

DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE PLANNING SYSTEM REF NO: DOT 02/06/2019

(12 Month Contract Post)

SALARY:

Range: An all – inclusive remuneration package of R 1,446 378.00 – R 1,629 348.00 (Level 15)

CENTRE:

Head Office

REQUIREMENTS:

- Honour's Degree (NQF level 8) as recognized by SAQA in Construction/Building. 8 – 10 years' experience at Senior Management level in the Building environment. A Valid Driver's License.

DUTIES:

- Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning. Co-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of...
Roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures. Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of Regional roads maintenance services. Ensure the provision of plant fleet and associated support services. Oversee the provision of motor vehicles and infrastructure plant fleet. Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee thereof provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/75** : CHIEF ENGINEER: INFRASTRUCTURE DESIGN REF NO:.DOT 06/06/2019

**SALARY** : R 1 042 827. 00 Grade A (all – inclusive OSD package)

**CENTRE** : Head Office


**DUTIES** : Ensure the development of infrastructure design manuals and operating procedures. Ensure the development of roads and other transport infrastructure related designs. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Manage the allocated resources of the Design Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/76** : DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO.DOT08/06/2019

(12 months contract post)

**SALARY** : Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 ,00 (Level 13)

**CENTRE** : Head Office

**REQUIREMENTS** : Minimum qualification of Bachelor’s degree or Bachelor of Technology degree in the Construction discipline of quantity Surveyor / Construction Management or Civil / Structural Engineering. Current professional registration in either of these discipline is mandatory. Minimum of 5 years’ experience in Public Sector management and / or related management of Infrastructure Delivery programmes / Supply Chain Management. A Valid Driver’s License. Knowledge: Strategic Capabilities and Leadership, Client orientation and Customer focus, People Management and Empowerment, Problem Solving and Analysis, Financial Management, Programme and Project Management, Report Writing, Negotiations, Presentation and

**DUTIES**: To facilitate Institutionalization of the Infrastructure Delivery Management Systems (IDMS) guidelines and the associated regulations of the Framework for Infrastructure Delivery and Procurement Management (FIDPM): To advise on Infrastructure Delivery Models that addresses improvement in Infrastructure Delivery and associated socio-economic developmental targets in the Province. To review Infrastructure Plans and related project budget schedules such as UAMPs, IPMs and IDPs. To review integrated planning and project readiness compliance before project embark on implementation. To monitor and Evaluate Project List and Progress: Identify risk issues and recommend identify risk mitigating actions. To recommend suitable Infrastructure Procurement strategies per portfolio programme and project with respect to delivery targets / projects suitable and efficiencies of scale. To develop, monitor and evaluate the performance of improvement plans and variation orders with clients and provide project leadership: Management of cost variation emanating from increase of the total prices of construction contract or built environment professional contracts.

**ENQUIRIES**: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

**POST 23/77**

**DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYEE RELATIONS REF NO: DOT09/06/2019**

(12 months contract post)

**SALARY**: Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 .00 (Level 13) Head Office


**DUTIES**: Provide human resource planning and information management services: Coordinate and monitor the development and implementation of human resource strategy and plan. Coordinate and facilitate the development and implementation of the employment equity plan. Maintain human resource and staff establishment information system (including persal control). Maintain and monitor the compensation of employee costing model, in collaboration with financial management costing unit. Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource. Provide employee health and wellness programmes: Facilitate the development and implementation of employee health and wellness policies and programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Facilitate the implementation of HIV and Aids and TB and other communicable diseases prevention, support treatment care programmes. Facilitate and manage health and productivity management programmes. Provide the implementation of wellness policies. Provide employee health and wellness information management reports. Provide labour relations services: Facilitate the implementation of labour relations guidelines and processes. Facilitate departmental collective bargaining and dispute resolution process. Facilitate resolution of disciplinary cases, grievances and disputes. Represent employer and monitor the implementation of litigation outcomes. Promote employment relations. Provide support on labour relations. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the
team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/78 : DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOT 10/06/2019


DUTIES : Administer recruitment, selection, and appointment of employees: The management of recruitment, selection, appointments and other life cycle events of employees. The management of HR personnel records. Administer conditions of service and remuneration of employees: The capturing and processing of employee benefits. The administration of remuneration matters. The administration of compensation in respect of injuries on duty. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/79 : DISTRICT DIRECTOR: DISTRICT MANAGEMENT – (2 POSTS) This is a re-advertisement


**DUTIES**: Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services: Management of HR and Financial services, Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services). Provide effective stakeholder and Inter-governmental relations services: Provide effective inter-governmental relations services Stakeholder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Manage implementation of scholar transport services in the District. The monitoring that scholar transport performance adheres to agreed service levels and continues to improve. The implementation of stakeholder engagement services including mediation, conflict and dispute resolution. The verification of invoices and POD’s. The processing of invoices for payment. The rendering of efficient reporting services. The efficient capturing of POD’s. Promotion of road safety: The promotion of transport safety education in schools. The promotion of transport safety through community based structures. The promotion of transport safety awareness through mass communication. Monitoring services rendered by driver training schools. Evaluate the effectiveness of safety education literature. Oversee implementation of land transport services: The monitoring of contracts / service level agreements with public transport operators. The implementation of institutional formalisation and empowerment of the public transport industry. The implementation of mediation, conflict resolution, and dispute resolution and stakeholder matters related to public transport. Oversee and coordinate the rendering of sub district transport services: The rendering of effective traffic law enforcement. The promotion of traffic safety. The provision of public transport law enforcement services. The provision of administration support services following approved delegations. The coordination of sub district road maintenance service. Create work opportunities for the poor and unemployed people using EPWP: Monitor attainment of the set targets and assess their impact to EPWP. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective traffic law enforcement operations management and control services. The provision of counseling and spiritual services. The provision of public transport law enforcement services. The implementation of the national and provincial freight administration and overload strategy. Ensure compliance in terms of traffic legislation. The management of vehicle registrations and authorizations. The management of public transport regulation services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely.

**ENQUIRES**: can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

**POST 23/80**: DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT 13/05/2019 (12 months contract post)

**SALARY**: R 1 005 063.00 – R 1 183 932.00 (Level 13)

**CENTRE**: Head Office

DUTIES: Manage provincial traffic infringements: Oversee receiving, recording, processing and management of documents, visitors and enquiries. Manage conversion of paper based Section 56 & 141 documents to electronic documents. Analyse and reconcile traffic law enforcement fees: Reconciliation of fines captured against fines paid. Manage provision of information on unpaid summonses. Oversee the keeping of records of all transactions for audit purposes. Managing SLA’s between the DOT and Magistrate offices. Managing relations with service providers. Determining and recommending systems for efficient revenue collection. Administer traffic law arising from traffic infringements: Direct Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Manage processing traffic law information using electronic traffic law enforcement systems. Enforcing payment of outstanding traffic fines. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRES: can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/81: DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO:. DOT 14/0612019

SALARY: R 1 005 063 – R 1 118 932 (Level 13)

CENTRE: Head Office


DUTIES: Manage the implementation of land transport services. Ensure the provisioning of transport services. Ensure the provisioning of public transport infrastructure. Ensure the implementation of non-motorised transport and special needs passenger plans and strategies. Facilitate, coordinate and support in order to ensure land transport integration. Support and capacitate local authority’s w.r.t. the implementation of land transport services. Implement institutional formalisation and empowerment of the public transport industry. Manage implementation of strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Monitor projects. Communicate and advocate on public transport regulations and policies. Liaise with HRD to arrange suitable training from SETAs and training providers. Support integrated public transport network teams. Facilitate set up Business Entity. Manage Taxi Recapitalisation. Manage implementation of mediation, conflict resolution, dispute resolution, and stakeholder matters. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on mediations. Set up and monitor public transport stakeholder and commuter forums. Set up a commuter call centre. Manage the allocated resources of the directorate in line with legislative and departmental procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr. M.L Ngcobo Tel no: 043 604 7455

OTHER POSTS

POST 23/82: DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE MAINTENANCE) REF NO: DOT 35/06/2019 (X 2 POSTS)

SALARY: R869 007 per annum (Level 12)
CENTRE: Chris Hani & (Ref.DOT36/06/2019) Alfred Nzo
DUTIES: Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works. Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/83: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (2 POSTS)

SALARY: Range: An all – inclusive remuneration package of R 733 257.00 – R 863 748.00 (Level 11)
CENTRE: Amatole: Ref No:.DOT15/06/2019
Or Tambo: Ref No: DOT16/06/2019
DUTIES: Coordination and implementation of employee wellness programs: Ensure efficient implementation of employee wellness program policies such as SHE, HIV&AIDS, etc. Manage & coordinate the sports programmes. Management of employee relations: Ensure the promotion of harmonious labour relations. Manage the handling of misconducts and grievances. Manage employee equity profile and targets for the Department. Manage the retention strategy. Provision of personnel and staff registry services: Manage the recruitment and selection process. Ensure correct provision of staff registry services. Provision of conditions of services: Manage the administration of leave. Ensure efficient processing of service benefit. Manage injury on duty cases. Manage the provision of service terminations. PERSAL Manage Services: Manage the use of PERSAL. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/84: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO.: DOT17/06/2019

SALARY: R733 257.00 – R863 748.00 (Level 11)

CENTRE: Sarah Baartman


DUTIES: To manage the provisioning of effective and efficient demand, acquisition and contracts management services in the district. Coordinate the consolidation of SCM procurement plan district procurement plan for submission to Head Office. Monitor use of Consumer price Index to prevent price monopoly and monitor the use of Centralized Supplier Database. Facilitate the development of bid specifications. Implement appropriate sourcing strategies (quotations and bids). Facilitate the establishment of Bid Committees. Facilitate proper implementation of contract management. Maintain a credible and accurate fixed Asset Register in line with Treasury Guidelines and Asset Management Procedure Manual. Facilitate development and maintenance of a credible district fixed asset register. Facilitate disposal of assets. Facilitate asset transfers and asset verification. Facilitate monthly reconciliation of assets in preparation for Interim Financial Statements and Annual Financial Statement. Facilitate the development of a credible Loss Control register. Provide effective and efficient logistics services. Responsible for the management provision of office space, rental housing allocations and parking space. Ensure proper management of labour saving devices, cellphones and landlines. Facilitate the proper management of stores. Facilitate effective use of district’ SMS, MMS, subsidized and pool vehicles. Provide effective and efficient records management and registry services in the district. Facilitate proper handling and filing of district records as per General Uniform Filing System (GUPS). Facilitate the archiving and disposal of state records. Facilitate the effective management of photocopier machines (utilization). Facilitate the effective management of registry functions (faxing, posting, franking, printing and photocopying services). Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans.
(PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/85 : DEPUTY DIRECTOR: DISTRICT FINANCIAL MANAGEMENT SERVICE REF NO:.DOT18/06/2019

SALARY : R 733,257.00 – R 863,748.00 (Level 11)
CENTRE : Sarah Baartman

DUTIES : Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees. Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/86 : DEPUTY DIRECTOR: FINANCIAL SYSTEMS MANAGEMENT REF NO:.DOT19/06/2019

SALARY : Range: An all – inclusive remuneration package of R 733.257.00 – R 863 748 .00 (Level 11)
CENTRE : Head Office
DUTIES

- Manage BAS: Maintain code structure. Maintain security profiles. Maintain departmental parameters. Reset users' passwords. Maintain and add users to BAS printers. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Review user accounts quarterly. Participate in Disaster Recovery Test. Manage SCOA information: Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Manage exceptions and interfaces: Ensure that all financial transactions are posted to the correct cost centres. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timely. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Attend Provincial and National BAS Forums as well as Knowledge Sharing Sessions: Discuss and resolve system challenges. Make recommendations about system improvements and changes. Receive and discuss feedback from SITA on network related matters. Provide the department with a feedback from forums. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

Enquiries can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/87

DEPUTY DIRECTOR: COMMUNITY OUTREACH REF NO: DOT 20/06/2019

SALARY

Range: An all – inclusive remuneration package of R 733 257 .00 – R 863 748.00 (Level 11)

CENTRE

Head Office

REQUIREMENTS


DUTIES

- Manage BAS: Research and develop strategies to promote public empowerment and participation in road safety: Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by local authorities: Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Coordinate the promotion, training and development of community road safety structures. Provide support to road safety community structures and organisations. Facilitate training, coordination and
information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Manage SCOA information: Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Manage exceptions and interfaces: Ensure that all financial transactions are posted to the correct cost centres. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timeously. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Attend Provincial and National BAS Forums as well as Knowledge Sharing Sessions: Discuss and resolve system challenges. Make recommendations about system improvements and changes. Receive and discuss feedback from SITA on network related matters. Provide the department with a feedback from forums. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/88 : DEPUTY DIRECTOR: COMMUNITY BASED PROGRAMME

SALARY : R 733 257.00 per annum (Level 11)
CENTRE : Chris Hani (Ref No:.DOT 21/06/2019)
OR Tambo (Ref No:.DOT 22/06/2019)


DUTIES : Facilitate the implementation of key performance areas for Community Development: Manage the sourcing of community profiles so as to be able to set targets for the district. Manage the allocation of targets. Manage quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Manage the
prioritization of the projects for social facilitation service. Monitor the recruitment of EPWP participants. Manage the social facilitation services of projects within the district. Manage the development of community capacity building initiatives. Innovation and Empowerment. Manage the conducting of community skills audits. Manage the interaction with the captains of industries to assess the skills required. Manage the development of training plans in line with the gaps identified during skills audits. Manage the implementation of empowerment interventions. Identify labour intensive projects within the district as per the approved Provincial priority areas. Manage, monitor and support the development of SMME’s. Manage the Compliance, Coordination and Monitoring of all EPWP projects and reporting. Periodically manage the evaluation of the training. Ensure that the programme is implemented in accordance with the EPWP guidelines. Manage and facilitate data collection from district programmes for reporting purposes. Periodically visit projects to ensure compliance. Manage the allocated resources of the Community Based Programme.

ENQUIRIES:
  can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/89:
  DEPUTY DIRECTOR: DEMAND MANAGEMENT SERVICES REF NO: DOT 24/06/2019

SALARY: R 733 257.00– R 863 748.00 (Level 11)
CENTRE: Head Office
REQUIREMENTS:
  B. Degree (NQF 7) / National Diploma (NQF 6) in Purchasing Management \ Logistics, 3 years’ working experience as an Assistant Director in Supply Chain Management field. A Valid Driver’s license, Key competencies: Public Finance Management Act, Treasury Regulations, Provincial Scholar Transport Policy, Provincial Integrated Public Transport Master Plan, Provincial Scholar Transport Policy.

DUTIES:
  Coordinating and implementing demand management plan. Facilitate development of supply chain management policies such as: Demand Plan policy, Database management policy, Review policies annually. Performing strategic demand planning. Conduct Needs assessment and resource analysis. Develop Procurement plan guidelines. Develop Specifications management guidelines. Implement policy on suppliers relations management Monitor implementation and evaluate impact. Performing operational demand planning. Manage the conducting of needs assessment of commodities and services. Ensure drafting of procurement / project specifications that are precise. Ensure that requirements are linked to the budget through procurement plans. Consolidate and align procurement plans for submission to Treasury. Analyse specification documents and ensure compliance with PPPFA and BBBEE. Establish a manual and electronic database for generic and professional services specification. Manage procurement services for the component.

ENQUIRIES:
  can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/90:
  DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 26/06/2019
(12 months contract post)

SALARY: R733 257.00– 863 748.00 Salary (Level 11)
CENTRE: Head Office
REQUIREMENTS:
  National Diploma (NQF6) / B. Degree (NQF7) in Public Transport/ Public Administration. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years’ experience as a board member will serve as added advantage. Valid Driver’s license. Competencies: SOP, NLTA, NLTR. Code of conduct.

DUTIES:
  Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk. Decide and dispose of applications for
contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP’s. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE’s record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE’s position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

ENQUIRIES

POST 23/91

DEPUTY DIRECTOR: ASSET REGISTER & INVENTORY MANAGEMENT

REF NO.: DOT 27/06/2019

SAALRY

CENTRE

REQUIREMENTS

DUTIES

NO.: DOT 27/06/2019

R 733 257.00 – R 863 748.00 (Level 11)

Head Office


Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that assets are recorded in the asset register and bar coded before they live stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement stock counting on quarterly basis. Make a follow up on missing assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Manage the allocated resources of the Sub-
ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/92 : DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS (4 POSTS)

SALARY : R 733 257.00 – R 863 748.00 (Level 11)
CENTRE : Chris Hani Ref No: DOT28/06/2019
Alfred Nzo-Ref No: DOT29/06/2019
Amathole Ref No: DOT30 /06/2019
Joe Gqabi Ref No:.DOT31/06/2019


DUTIES : Monitor contracts/service level agreements with public transport operators and service providers: Manage compliance with contractual obligation by public transport operators and service providers. Facilitate and monitor payment of service providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision of public transport infrastructure. Coordinate the provision of non-motorized transport. Facilitate accommodation of passengers with special needs in the public transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxis etc.). Monitor empowerment projects focusing at the public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage Taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safe keeping of assets. Ensure personnel contribution and level of responsibility. Facilitate term goals setting. Collaboration of Stakeholders to facilitate provision of Integrated Public Transport solution: Interact and engage with internal and other external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport solution that incorporates non-contracted, rural service, Shove Kalula Bicycle Programme, Learner and some inter-town services into the formal contracted bus sector through PiPTMP. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/programmes/ function between and within the institution.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
DEPUTY DIRECTOR: DISTRICT FINANCIAL MANAGEMENT SERVICES REF. NO: DOT32/06/2019

DEPUTY DIRECTOR: DISTRICT FINANCIAL MANAGEMENT SERVICES REF. NO: DOT33/06/2019

**POST 23/93**

**SAALRY**
R733 257.00 – R863 748.00 (Level 11)

**CENTRE**
Sarah Baartman

**REQUIREMENTS**

**DUTIES**
Management of district accounts according to treasury regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees. Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**
Can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

**POST 23/94**

**SAALRY**
R 733,257.00 – R 863,748.00 (Level 11)

**CENTRE**
Head Office

**REQUIREMENTS**

**DUTIES**
Manage revenue planning and reporting services: Participate in identification of revenue sources. Participate in setting of budget and revenue targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Manage revenue collection and

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Reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

Post 23/95: Deputy Director: Risk Integrity Management Ref No: DOT 34/06/2019

Salary: R 733,257.00 – R 863,748.00 (Level 11)

Centre: Head Office


Duties: Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalization risk management. Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrat functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Risk Management and Reporting. Co-ordinate the development and monitoring of the implementation of the Business continuity management. Establishment of systems in relation to risk assessment, and appropriate measures. Ethics and Integrity Management. Develop and facilitate implementation of Anti-Corruption strategy and plan. Ensure that Public Service Code of Conduct is embedded in the department. Deal with matters of Remuneration on work Outside the Public Service. Facilitate Financial Disclosures. Maintenance of the departmental gift register. Anti-Corruption Ethics and Integrity Management educational and awareness programmes. Reporting corruption, investigations mechanisms and referral to the relevant law enforcement agency where necessary.

Enquiries: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

Post 23/96: Deputy Director: Public Transport Empowerment Ref No: DOT 37/06/2019

Salary: R 733 257.00 – R 863 748.00 (Level 11)

Centre: Head Office
**REQUIREMENTS**  
B. Degree (NQF level 7)/ National Diploma (NQF level 6)/ as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science. 3 years’ relevant experience in the field at Assistant Director Level. Valid driver’s license. 

**DUTIES**  
Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations form each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates .Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**  
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/97**  
SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO:.DOT 57/06/2019

**SALARY**  
COST CENTRE: Head Office  
REQUIREMENTS: R 473 820.00 per annum (OSD)  
LLB/ B Proc (NQF 7). 8 years post legal qualification, of which 3 years at supervisory level experience. A Valid Driver’s license. Knowledge: Conduct, analyse, interpret, advise and mentor juniors on research. Knowledge: information and case law relevant to the legal matter at hand. Present on, advise, and mentor juniors on motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client’s goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client’s instructions. Document interview and all advice and provide information and case law: LEGAL SERVICES REF NO:.DOT
in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

**DUTIES**

- Provision of sound legal advice and litigation support. Attend to litigations by and against the department. Make recommendations to ensure compliance with court orders, Liaise with the office of State Attorney in preparation relating to litigation.
- Draft legal opinion on cases brought against the department. Advice the department on implementation of court orders. Provision of legal advice on drafting of contracts.
- Ensure that all contracts drafted by the department are legally binding. Liaise with contract management on closing of any gaps that might be identified in the contract.
- Advise the department on steps to be taken in cases of breach of contract. Provision of awareness on legislations. Conduct awareness workshops on legislations applicable to the department. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.
- Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance. Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/98**

**ENGINEERING TECHNOLOGIST- DEPUTY DRE**

**SALARY**

R 473 574.00 per annum (OSD, Grade C)

**CENTRE**

Chris Hani Ref No.: DOT 60/06/2019

Alfred Nzo District Ref No: DOT 61/06/2019

**REQUIREMENTS**

- Bachelor of Technology in Engineering (B Tech) in Engineering Civil or relevant qualification. 3 years post qualification Engineering Technology experience. A Valid driver’s license. Compulsory registration with ECSA AS AN Engineering Technologist. Knowledge: Project Management, Technical design and analysis knowledge, Research and development, Computer aided computer applications, Knowledge of legal compliance, Technical report writing, Networking, Professional judgement Skills: Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focused and responsiveness, Communication, Computer skills, Planning and organising, People Management.

**DUTIES**

- Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities. Promote safety standards in line with the statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying engineering principles. Conduct Research and Development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technologies to improve expertise. Liaise with relevant boards/ councils on engineering related matters. Perform Administrative and related function: Compile and submit monthly and quarterly reports. Provide inputs on the operational plan. Develop, implement and maintain database.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/99**

**CHIEF PROVINCIAL INSPECTOR REF.NO: DOT120/06/2019 (X 2 POSTS)**

**SALARY**

R 470 040.00 – R 553 677.00 per annum (Level 10)

**CENTRE**

Head Office

**REQUIREMENTS**

- Senior Certificate, National Diploma / B. Degree in Traffic Management / Public Management / Transportation or relevant qualification. 3-5 years’ experience on a Supervisory level in the environment. Examiner of motor vehicle certificate is required. A Valid Driving License Code: EC/C1 &A.Knowledge: Extensive knowledge of National Road traffic Act and Regulations. Public Service Regulations. National

**DUTIES:**
- Evaluate and Monitor new and old vehicle testing station: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS’s applications are dealt with.
- Conduct compliance inspection and compilation of report thereof on vehicle testing station: Inspect all VTS at least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor, Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted Conduct investigation regarding fraud and corruption on vehicle testing station: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.

**ENQUIRIES:**
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/100**

**ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER (REF NO: DOT122/06/2019)**

**SALARY:**
R 470 040.00 – R 553 677.00 per annum (Level 10)

**CENTRE:**
Head Office

**REQUIREMENTS:**

**DUTIES:**
- Management of the system security aspects: To ensure availability and access to all the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the eNaTIS Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements Management of Provincial NaTIS Support Centre: To workshop the System Users on the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department and other Law Enforcement Agencies. To represent the Department in any investigation, prosecution or defense required within the Judicial System. To make follow-ups on any allegations with regards to systems usage.

**ENQUIRIES:**
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/101**

**ASSISTANT DIRECTOR: PROVINCIAL MARITIME SERVICES REF NO: DOT 42/06/2019**

**SALARY:**
R 470 040.00 – R 553 677.00 (Level 10)

**CENTRE:**
Head Office

**REQUIREMENTS:**
Provide maritime expert advice on provincial projects, Project management, Budgetary Skills.

**DUTIES**
- Coordinate development and promotion of the Eastern Cape Maritime transport and Ocean’s Economy strategy. Facilitate development of a draft strategy document. Facilitate consultation of the document with all relevant stakeholders. Facilitate approval of the Eastern Cape Ocean’s Economy strategy by the MEC, Cluster and EXCO. Coordinate implementation of the strategy and manage the process – Maritime High Schools. Industrial Development Zones as identified in the document. Conduct maritime awareness campaigns and programmes. Conduct research on information to be shared with the target groups. Conduct awareness sessions with municipalities on ocean economy and opportunities available. Conduct awareness in schools on maritime safety and careers in maritime. Facilitate development of a maritime. Co-ordinate implementation of the national project “Operation Phakisa” in the province. Facilitate the identification of maritime projects to be implemented. Monitor progress on the projects identified. Compile progress report. Coordinate establishment of a provincial maritime museum. Develop maritime concept documents. Coordinate establishment of a task teams. Assist the task team with research and analysis. Facilitate consultation of the draft concept documents. Facilitate approval of the maritime concept documents. Monitor implementation of the maritime concept document. Manage human, financial and material resources attached to the post. Manage subordinates. Assist in compiling procurement plan and cash flow projections. Ensure that required equipment and stationery is budgeted for and procured at the scheduled time.

**ENQUIRIES**
- can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

**POST 23/102**
- CHIEF PROVINCIAL INSPECTOR: TRANSPORT REGULATION REF NO.: DOT 45/06/2019

**SALARY**
- R 470 040 – R 553 677.00 per annum (Level 10)

**AMATOLE**
- Wilsonia

**REQUIREMENTS**

**DUTIES**
- Manage the implementation of operational law enforcement plan. Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Management of service delivery improvement Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Ensure effective and efficient Asset Management Monitor vehicle costs for station/Centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from
managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/103 : ENVIRONMENTAL OFFICER REF.NO: DOT/118/06/2019

SALARY : R 376 596.00 - 454 920.00
CENTRE : OR Tambo - Umtata Airport

DUTIES : Render Strategy formulation and Business Performance Provide input into planning process within the section and execute the approved plan in accordance with policies, procedures and processes to ensure achievement of operational targets. Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures Report non-compliance and implement corrective actions to ensure compliance. Ensure Governance, Compliance and Risk management. Implement and enforce the SHEQ Enforcement Systems. Safety management System, policies and procedures and legislative requirements. Conduct compliance audits, report on and follow-up to ensure that non-conformances / compliance have been addressed. Maintain a balance between environmental conservation and development. Participate in Risk assessment for new projects existing and where there is a change in operation or product. Ensure quality assurance. Ensure that corrective actions are implemented and closed-off in respect of all reported non-conformances, risks and remedial actions. Incident and accident investigations as well as reporting. Compile final incident and accident investigation reports as per policy requirements. Perform trend analysis, compile and submit SHEQ reports as per required timelines. SHEQ Promotions, Training and development. Participate in implementation of SHEQ campaigns. Provide On-Job HIRA workshop, Safety Management Systems, OHS and SHE Induction, Standard Operating Procedures, Work Instructions and other SHE related training to Mthatha airport stakeholders. Develop and conduct relevant Safety, Health and environment campaigns with the airport community. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/104 : ASSISTANT DIRECTOR: SHERQ REF NO: DOT/38/06/2019

SALARY : R 376 596.00 – R 454 920.00 (Level 9)
CENTRE : Head Office
REQUIREMENTS : B. Degree (NQF 7) / National Diploma (NQF 6) in Environmental Health Management as recognised by SAQA. 3 years’ experience at supervisory level in the environment of SHERQ. Valid driver’s license. Knowledge: Knowledge of counselling and referral procedure is highly recommended. Finances, HR matters, Reporting procedures. Information management system. Procurement directives and procedures. Compilation of reports, Planning and organising, Computer. Skills: Life skills, Communication skills (verbal and written), Presentation skills, Meeting Procedures, Self-Organisation, Resource Management, Conflict resolution. Customer and quality management, Problem solving, Decision making skills.
DUTIES : Manage the implementation of SHERQ Policies, strategies and action plans: Develop health and safety standard operating standards procedures (SOP) and policies in accordance with the latest legislation. Develop health and safety plans, programs and in the workplace. Coordinate health and safety quality systems in the workplace. Facilitate, conduct and coordinate SHERQ /OHS trainings in the workplace. Develop and Compile detailed Operation Plan for SHERQ. Produce professional reports detailing achievements, challenges and improvements proposed. Develop emergency / evacuation plans. Establish workplace preparedness plans (disaster management plan). Manage the implementation of OHS Act – SHERQ: Conduct safety audits for OHS compliance. Conduct risks and hazard identification, assessment and control. Establish health and safety committees. Ensure that optimal architectural, special facility designs and internal working environment are in place. Ensure that all statutory requirements in relation to SHERQ are adhered to. Implement SHERQ pillar inclusive of all environmental factors Identify and manage risks and improve quality of services. Manage risks, eliminate illness, diseases and accidents. Establish the Audit team for SHERQ. Manage the monitoring and evaluation of SHERQ implementation: Analyse reports on hazardous and unsafe situations in the workplace and develop measures to assure personnel safety. Ensure adherence to health and safety laws and regulations. Produce SHERQ implementation reports.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/105 : ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION (X3 POSTS)
Re-advertisement (Contract post for 12 months)

SALARY : R 376 596.00 – R 454 920.00 (Salary Level 9)
CENTRE : Head Office: Ref No: .DOT 39/06/2019 (2 posts)
OR Tambo Ref No: .DOT 40/06/2019 (1 post)


ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/106 : ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES SCM REF NO:.DOT41/06/2019

SALARY : R376 596.00 – R443 601.00 (Level 09)
CENTRE : Sarah Baartman


DUTIES : Manage Compilation of the District Procurement Plan. Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process. Analyze the need according to the procurement plan of the section. Ensure that the specification
is correct. Ensure all required documents are available. Ensure sections do receive
documents, with the recommended supplier. Provide provisioning of secretarial
services to the bids committee. Facilitate the administration of bids and evaluation.
Monitor district tendering process. Management of efficient purchasing of district
goods & services. Monitor purchasing of district goods and services. Manage the
allocated resources of the Sub-directorate in line with legislative and departmental
policy directives and comply with corporate governance and planning imperatives.
Maintain high standards by ensuring that the team / section produces excellent work
in terms of quality / quantity and timeliness. Resolve problems of motivation and
control with minimum guidance from manager. Delegate functions to staff based on
individual potential provide the necessary guidance and support and afford staff
adequate training and development opportunities. Ensure timeously development of
job description and implementation of Work Plans and Personal Development Plans
(PDP’s) for all employees in the sub- Directorate. Manage daily employee
performance and ensure timely Performance Assessments of all subordinates.
Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/107 : ASSISTANT DIRECTOR: RISK INTEGRITY MANAGEMENT REF.NO: DOT

43/06/2019

SALARY : R 376 596.0 – R 454 920.00 per annum (Level 9)
CENTRE : Head Office

DUTIES : Review risk Management policy, charter and strategy. Analyse the existing risk management policy and risk strategy. Identify gaps that are in the policy and strategy. Submit the Risk Management Framework for comments to Deputy Director Review of risk implementation plan: Analyse the Risk Strategy and operational plan. Identify risk management activities and calendar date. Draft risk management implementation plan. Submit the draft risk implementation to the Deputy Director. Conduct risk assessment: Submit a notification letter with dates to the Programme Directors at Head Office and to the District Directors. Assist Directors to identify risks, evaluate and assess the risks. Record all identified, control and actions to improve management of risks to the risk register. Monitoring the implementation of risk action plan: Monitor the implementation of the risks action plans. Record all actions to improve management of risks. Compile a draft risk monitoring report. Forward the draft report to Deputy Director for comments. Arrange risk management committee meetings: Obtain audit committee scheduled dates from Internal Audit. Prepare proposed risk management committee schedule. Provide secretariat duties to the Deputy Director: Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Ethics and Integrity Management. Develop and facilitate implementation of Anti-Corruption strategy and plan. Ensure that Public Service Code of Conduct is embedded in the department. Deal with matters of Remuneration on work Outside the Public Service. Facilitate Financial Disclosures. Maintenance of the departmental register. Anti-Corruption Ethics and Integrity Management educational and awareness programmes. Reporting corruption, investigations mechanisms and referral to the relevant law enforcement agency where necessary. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/108 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (X 2 POSTS)

SALARY : R 376 596.00 – R 443 601.00 per annum (Level 9)
CENTRE : Head Office (Ref no: DOT47/06/2019)
REQUIREMENTS : B Com. Degree in Accounting (NQF 7)/ National Diploma (NQF6) in Financial Management, Auditing, Accounting, Taxation, Cost and Management Accounting, Financial Information Systems. 3 years relevant experience at a Supervisory Level in the Accounting field. A Valid Driver’s license. Competencies: Constitution, PFMA, Treasury Regulators, PPPFA and the Regulators, Constitution, PFMA, Treasury Regulators, PPPFA and the Regulators Skills: Computer skills, Excellent communication skill (written & verbal), Interpersonal skill, Performance driven skill
DUTIES : Planning – Coordination, review, analyse and quality assure the financial supporting information for planning purposes: Assist the Manager to coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the programmes submissions and give technical support. Ensure that all the information that is part of the submission is verified and complete. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Ensure that programmes understands the developed templates for the smooth running of the process and all the working are signed off by the relevant Programmes. Ensure that, all other stakeholders that are involved in the budgeting process understands the guidelines and their roles for the smooth running of the submission. Assist in ensuring that strategic documents are aligned with the budget of the department. Attend and capture adjustment estimates on BAS and communicate such to stakeholders and ensure that all programmes have signed their inputs. Attend to authorization of shifting, virements and journals on BAS and ensure documents are safely filed and safeguarded. Prepare budget related working papers for IFS and AFS for reporting. Assist in the preparation of the roll overs and assist programmes with analysing their commitments report. Reporting: Analyse the departmental reports and provide advice to the Programmes. Assist in the coordination of the IYM meetings and Budget Advisory Committee meeting and ensure that minutes of the previous meetings of the IYM are forwarded in time to stakeholders for interaction. Monitor expenditure pattern for the districts and provide feedback, prepare and Submit IYM report to the Manager for verification. Supervise subordinates key performance areas by applying performance management standards in the public service.
ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/109 : ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING) REF NO: 48/06/2019

SALARY : R 376 596.00- R 443 601.00 per annum (Level 9)
CENTRE : Joe Gqabi
DUTIES : The recording of economic empowerment impact with respect to historically disadvantaged individuals. Engage communities where the study will be conduct. Facilitate development and approval of questionnaire. Administer distribution and filling of questionnaire. Facilitate the capturing and compilation of data. Administer data analysis and compile write report. Monitor and evaluate all departmental EPWP projects. Develop a sound Monitoring environment and systems for the Department. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the Department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of the section. Manage all human resource allocated to the section. Ensure that all vacant funded posts in the section are filled and unfunded are
budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/110 : ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT (CBP) REF NO: 49/06/2019

SALARY : R 376 596.00- R 443 601.00 per annum (Level 9)
CENTRE : Chris Hani

DUTIES : Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidated list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timely facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
DUTIES

Provide Support in the Management of BAS. Maintain code structure. Maintain security profiles. Maintain departmental parameters. Reset users’ passwords. Maintain and add users to BAS printers. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Review user accounts quarterly. Participate in Disaster Recovery Test. Provide Support in the Management of SCOA information. Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Provide Support in the Management of exceptions and interfaces. Ensure that all financial transactions are posted to the correct cost centers. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timely. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Manage the allocated resources of in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

DUTIES

Coordinate the development of documents going to the provincial treasurer. Monitor Chief Directorate planning sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate Operational Plans and integration of them into a Chief Directorate Operational Plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist Directorates to develop cost based budgets that are aligned to the Chief Directorate’s priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the priorities for the MTEF. Assist Directorates to develop cost driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.
for implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor.

Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo
Tel no: 043 604 7455

POST 23/113:
ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 52/06/2019

This is a re-advertisement

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<th>SALARY</th>
<th>R 376 596.00 - R 443 601.00 per annum (Level 9)</th>
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<td>CENTRE</td>
<td>Head Office</td>
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DUTIES:
Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide evaluation services. Develop Impact indicator for the project success. Assist in evaluating the overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo
Tel no: 043 604 7455

POST 23/114:
ASSISTANT DIRECTOR – (REVENUE & DEBTORS) REF NO: DOT53/06/2019

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<th>SALARY</th>
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<td>CENTRE</td>
<td>Chris Hani District</td>
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DUTIES:
Render revenue and debtors collection management service: Identify revenue source. Identify innovative ways of collecting revenue. Supervise the collection of revenue. Prepare reconciliation on debtors. Render budget planning and accounting
services: Coordinate the development of budget by district sub-directorates. Consult consolidated budget projections by sub-directorates. Draft consolidated district budget and submit to head office. Monitor expenditure pertain for the district. Render financial planning services for the district. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

POST 23/115

ASSISTANT DIRECTOR: ASSET MANAGEMENT REF.NO: DOT 54/06/2019

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

POST 23/116

ASSISTANT DIRECTOR: LAND TRANSPORT CONTRACT ADMINISTRATION REF.NO: DOT 55/06/2019

SALARY

CENTRE

REQUIREMENTS

DUTIES

enquiries: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

Post 23/115

Assistant Director: Asset Management

Ref. No: DOT 54/06/2019

Salary: R 376 596.00 - R 443 601.00 per annum (level 9)

Centre: Joe Gqabi District

Requirements:

- B. Degree (NQF 7)/ National Diploma (NQF 6) in Logistics, Purchasing. 3 years supervisory or salary level 7/8 relevant experience. A valid driver’s license.

Duties:

- Maintain up to date asset register. Ensure that all assets are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description Management of disposal: Championing of disposal of assets to NGO’s for H/O & districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for all districts and H/O. Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

Post 23/116

Assistant Director: Land Transport Contract Administration

Ref. No: DOT 55/06/2019

Salary: R376 596.00 – R 443 601.00 (Level 9)

Centre: Head Office

Requirements:


Duties:

- Administration of road based public transport contracts; Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from
operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variances in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms. Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management: Monitor budget to meet the MTEF contractual obligations of the sub-directorate. Monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned subordinates. Assist in production of all statutory reports required from the sub-directorate.

ENQUIRIES : can be directed to Mr M.L NgcoboTel no: 043 604 7455

POST 23/117 : ASSISTANT DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: DOT 56/06/2019


DUTIES : Facilitate implementation of mediation services on public transport disputes. Liaise with public transport stakeholders to identify grievances. Investigate grievances before they graduate into disputes. Facilitate a meeting between aggrieved parties to solicit a solution. Monitor and report on progress made through mediations. Facilitate implementation of public transport conflict and dispute resolution mechanisms. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Promote sound working relations within the public transport sector. Facilitate establishment of a public transport complaints handling strategy. Facilitate establishment of a commuter call center. Attend to complaints received from commuters and stakeholders. Provide feedback to complainants on the status of their complaint. Monitor progress on resolving public transport complaints. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/118 : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: DOT121/06/2019


**DUTIES**

Conduct debt recovery services. Coordinate obtaining of details of all outstanding salary related debts. Facilitate investigation of non-deductions in PERSAL and ensure that corrective action is taken. Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy. Monitor that claims are instituted against pension and leave gratuity benefits. Facilitate compilation and approval of submission for writing-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors. Manage capturing of all debts in BAS. Coordinate drawing of PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters i.e. monthly and year end requirements. Ensure all monies received from debtors and leave gratuities are allocated correctly. Monitor the following accounts: Debt account, Debt suspense account, Debt receipt control. Pension recoverable. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Unit. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/119**

**PRINCIPAL PROVINCIAL INSPECTOR: TRANSPORT REGULATION (X3 POSTS)**

**SALARY**

R 316 971.00 – R 373 167.00 per annum (Level 8)

**CENTRE**

Amatole: Elliotdale (Ref No: .DOT 65/06/2019)

Komga (Ref No: 66/05/2019)

Joe Gqabi (Steynsberg) (Ref No: DOT 67/06/2019)

**REQUIREMENTS**


**DUTIES**

Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies’ operations and coordinate traffic law enforcement resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/120 : SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REFNO: DOT 68/06/2019

SALARY : R316 791.00- 373 167 per annum (Level 8)
CENTRE : Chris Hani
DUTIES : Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevent. Define the project and provide feedback to the applicants on the status of their application. Project Planning. Conduct community mobilisation. Ensure community development and empowerment. Participate in enviromental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.
ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/121 : SENIOR STATE ACCOUNTANT: EXPENDITURE

SALARY : R 316 791.00 - 373 167.00 (Level 08)
CENTRE : Head Office (Ref No.: DOT123/06/2019) OR Tambo (Mthatha Airport) (Ref No: DOT124/06/2019)
DUTIES : Management of creditors. Receive and check batches from SCM (stores) and distribute them for compilation purpose. Print, sort and e-mail payment stubs to various creditors. Reconciliation of accounts for creditors. Request statements from the service providers. Request payables and accruals from stores. Prepare monthly reconciliations. Handle supplier queries. Verify payments using BAS and LOGIS systems. Safe Keeping of payment vouchers. Check and convert payment vouchers against disbursement register. Put paid date stamp on them. Submit payment vouchers to registry for safe keeping.
ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/122 : ENGINEERING TECHNICIAN (X 3 POSTS)

SALARY : Range: An all – inclusive remuneration OSD package of R 311 859 .00
CENTRE : Chris Hani District (Ref No: DOT62/06/2019) Alfred Nzo (Ref No: DOT63/06/2019) Sarah Baartman (Ref No: DOT64/06/2019)
DUTIES: Render civil / structural engineering services: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Collect and analyse data on use of utilities by health facilities. Undertake research on new technologies and procedures. Research/ literature studies to technical/ engineering related personnel and assets. Provide input into existing technical manuals, standard drawings and procedures. Incorporate new technologies. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in-line with specifications. Manage Administrative and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/123: ARTISAN FOREMAN (GRADE A) WORK INSPECTOR REF NO: DOT 59/06/2019

SALARY: R304 263.00 (OSD)
CENTRE: Mthatha Airport

DUTIES: Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/124: ADMINISTRATION OFFICER: PUBLIC TRANSPORT TRANSFORMATION REF NO: DOT 58/06/2019

SALARY: R257 508.00 – R303 339.00 (Level 7)
CENTRE: Head Office
REQUIREMENTS: B. Degree (NQF 7) /National Diploma (NQF 6) / as recognized by SAQA in Transport Management/Transport Economics/Public Administration/Project Management/ Social Science. 2 years’ experience in Public Transport Management environment. A Valid driver’s license. Competencies: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working
procedures in terms of the working environment. Problem solving skills Computer skills. Interpersonal relations. Communication skills (Verbal & written).

DUTIES : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travel and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/125 : PERSONAL ASSISTANT (X5 POSTS)

SALARY : R 257 508.00– R 303 339.00 per annum (Level 7)
Head Office: Traffic Regulations Ref No: .DOT 69/6/2019
O R Thambo (Ref No: .DOT 70/6/2019)
Joe Gqabi (Ref No: .DOT 71/6/2019)
Mthatha Airport (Ref No: .DOT 72/6/2019)
Head Office: CBP (Ref No: .DOT 73/6/2019)

REQUIREMENTS : National Diploma (NQF level 6) Secretarial Diploma/ Office Management and Technology. 3-5 year experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written and oral presentation. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the
administration of the manager’s budget: Collects and coordinates all the documents that relate to the manager’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/126 : STATE ACCOUNTANT: BUDGET (2 POSTS)

SALARY : R 257 508.00 – R 303 339 per annum (Level 7)
Head Office (Ref No:DOT 74/6/2019)
Joe Gqabi District (Ref No:DOT 75/06/2019)


DUTIES : Planning – Coordination, review, analyse and quality assure the financial supporting information for planning purposes: Assist the Manager to coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the programmes submissions and give technical support. Ensure that all the information that is part of the submission is verified and complete. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Assist in ensuring that programmes understands the developed templates for the smooth running of the process and all the working are signed off by the relevant Programmes. Assist in ensuring that, all other stakeholders that are involved in the budgeting process understands the guidelines and their roles for the smooth running of the submission. Attend and capture adjustment estimates on BAS and communicate such to stakeholders and assist in ensuring that all programmes have signed their inputs. Attend to shifting’s and virements of funds as well as capturing journals on BAS and ensure documents are safely filed and safeguarded. Assist in the preparing of budget related working papers for IFS and AFS for reporting. Assist in the preparation of the roll overs and assist programmes with analysing their commitments report. Reporting: Assist in the coordination of the IYM meetings and Budget Advisory Committee meeting and ensure that minutes of the previous meetings of the IYM are forwarded in time to stakeholders for interaction. Assistant in monitoring of expenditure patterns for the department and provide feedback. Assist in the preparation and submission of IYM report to the Assistant Manager for verification. Ensure proper filling of all statutory documents.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/127 : ADMIN OFFICER: MONITORING (X 2 POSTS)

SALARY : R 257 508.00– R 303 339.00 per annum (Level 7)
Scholar Transport: Amatole (Ref No:.DOT 76/06/2019)
OR Tambo (Ref No:.DOT 77/06/2019)


DUTIES : Monitor implementation of scholar transport programme Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD’s submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport
stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/128 : ADMIN OFFICER: COMMUNITY DEVELOPMENT (CBP) REF.NO: DOT 78/06/2019

SALARY : R 257 508.00 per annum (Level 7)
CENTRE : Head Office

DUTIES : Render general support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/129 : STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: DOT 79/06/2019

SALARY : R 257 508.00 – R 303 339.00 per annum (Level 7)
CENTRE : Chris Hani

DUTIES : Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury. Attend to electronic bank transfer rejections (EBT). Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Responsible for inter departmental. Generate trial balance. Reports for analysis purposes. Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Attending to audit queries. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.

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ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/130 : HUMAN RESOURCE CLERK: PERSAL MANAGEMENT REF NO: .DOT 80/6/2019

SALARY : R 257 508.00 – R 303 339.00 per annum (Level 7)
CENTRE : Head Office


DUTIES : Render PERSAL management Services: Implementing PERSAL control and audit measures. Ensure PERSAL's utilities are effectively applied. Monitoring audit and control reports and suspense file transactions available on the PERSAL system. Monitoring the exception reports programmatically generated by the PERSAL system. Render PERSAL user support Services: Orientating users of the system. Registering users on the system and to see to the selective allocation of functions. Maintain a register of user queries in order to monitor progress of queries as well as to determine deficiencies and establish trends. Broadcasting PERSAL messages. Produce publications to assist users with the utilisation of the PERSAL system. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Render PERSAL information management Services: Render effective day to day operation of PERSAL. Managing and controlling PERSAL notices, messages, and bring important messages to the attention of supervisor. Extract information from PERSAL and report to supervisor. Keep a database of Statement of acknowledgement and confidentiality forms. Collect and dispatch system generated and user requested PERSAL reports.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/131 : CHIEF REGISTRY CLERK
(Personnel Provisioning & Staff Registry)

SALARY : R 257 508.00 - R 303 339.00 (Level 7)
CENTRE : Chris Hani District (Ref No: DOT 81/06/2019)

REQUIREMENTS : National Diploma (NFQ 6) / B. Degree in Records / Archives Management. 1-2 years’ experience in records management. Knowledge: National Archives Act, Team work, Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written)

DUTIES : Supervise and render asset management clerical services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/ files. Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/132
STATE ACCOUNTANT – (MANAGEMENT ACCOUNTING) REF NO: .DOT 83/6/2019

SALARY : R 257 508.00- R303 339.00 (Level 7)
CENTRE : Chris Hani District

DUTIES : Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury. Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Responsible for clearance of suspense account, which would include the following: Generate trial balance reports for analysis purposes. Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Filling of journals and payment vouchers, Preparation of bank reconciliation, Responsible for inter departmental receivables /payables, Monitor trial balance and PMG account.*Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs, Distribution of payment stubs to the beneficiaries, Verification of payment vouchers against payment stubs, Stamp and record paid vouchers per payment numbers, File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/133
STATE ACCOUNTANT – (SCM)

SALARY : R257 508.00 - R 303 339.00 (Level 7)
CENTRE : Chris Hani (Ref No:.DOT 84/6/2019)
Amatole (Ref No:.DOT 85/6/2019)
REQUIREMENTS : B. Comm majoring in Accounting (NQF level 7) / National Diploma in the Accounting field majoring in Financial Accounting / Accounting as recognised by SAQA. 1-2 years’ experience required. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skill, Interpersonal relations, Communication skills (Verbal & written).

DUTIES : Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Supervise and render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions.*Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and, Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/134
PRINCIPAL ROAD WORKS FOREMAN

SALARY : R 257 508.00- R303 339 per annum (Level 7)
CENTRE : Joe Gqabi (Ref No: .DOT 86/6/2019)
Amathole (Ref No: .DOT 87/6/2019)
REQUIREMENTS: NOF level 3 (Grade 10 certificate or equivalent). Driver’s license (A minimum of Code 8). Five (5) years’ relevant experience.

DUTIES: Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/135: PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP) (X 2 POSTS)

SALARY: R 257 508.00- 303 339.00 per annum (Level 7)
CENTRE: Chris Hani (Ref No: DOT 88/06/2019)
Alfred Nzo (Ref No: DOT 89/06/2019)


DUTIES: Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/136: PROJECT COORDINATOR: MONITORING AND EVALUATION (X3 POSTS)

SALARY: R 257 508.00 per annum (Salary Level 7)
CENTRE: Chris Hani Ref No: DOT 90/06/2019 (1 post)
Sarah Baartman Ref:DOT91/06/2019 (2 posts)


DUTIES: Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/137: SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS

SALARY: R 257 508.00 per annum (Level 7)
CENTRE: OR. Tambo District. (Ref No: DOT 92/06/2019)
Conduct vehicle road worthy test. Provideings and give evidence. Escort abnormal vehicles and loads to

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver’s Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/138 : SUPPLY CHAIN CLERK (SUPERVISORY) REF NO:.DOT95/06/2019 (X2 POSTS)

SALARY : R257 508.00- 303 339.00 per annum (Level 7)
CENTRE : OR. Tambo District
REQUIREMENTS :  B. Degree (NQF 7) / National Diploma (NQF level 6) in Logistics, Purchasing. 1-2 years’ experience required in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer skills. Interpersonal relations. Communication skills (Verbal & written).

DUTIES : Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Overseer the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from supplier. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/139 : HR CLERK SUPERVISOR: HUMAN RESOURCE ADMINISTRATION (X2 POSTS)

SALARY : R 257 508.00- R 303 339 per annum (Level 7)
CENTRE : OR. Tambo (Ref No: DOT 96/06/2019)
Joe Gqabi (Ref No: DOT 97/06/2019)

**REQUIREMENTS**


**DUTIES**

Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Recommend (approve) transactions on Persal according to delegations. (Final authorization should happen on a higher level preferable at AD or higher level). Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/140**

SCM CLERK (SUPERVISORY): ASSET MANAGEMENT REF.NO: DOT 114/06/2019

**SALARY**

R257 508 – R303 339 (Level 7)

**CENTRE**

Head Office

**REQUIREMENTS**

B. Degree (NQF 7) /National Diploma (NQF level 6) in Logistics/ Purchasing / Supply Chain Management. 1-2 year’s relevant experience in Asset Management environment. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: - Problem solving skills, Computer skills, Interpersonal Relations, Communication skills (Verbal & written).

**DUTIES**

Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/141**

PRINCIPAL FOREMAN: REF.NO: DOT117/06/2019

**SALARY**

R 257 508.00 - 303 339.00 (Level 07)

**CENTRE**

OR Tambo – Umtata Airport

**REQUIREMENTS**


**DUTIES**

Conduct the prevention and combating of a fire. Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services. Check thoroughly rescue equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Lead the inspection of Runaway and Apron. Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Manage the marshalling of aircraft. Conduct standbys on aircraft refuelling. Attendance to fuel spillages Allocate parking bays and Marshall Aircrafts to their respective bays.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/142**

STATE ACCOUNTANT: SALARIES REF.NO: DOT125/06/2019

**SALARY**

R 257 508.00 - 303 339.00 (Level 07)
CENTRE : Head Office


ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/143 : STATE ACCOUNTANT: FINANCIAL PLANNING REF.NO:DOT126/06/2019

SALARY : R 257 508.00 - 303 339.00 (Level 07)
CENTRE : Head Office

DUTIES : Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees, BAS expenditure reports due for disbursement and Bank balance template for approval. Submit request for funds from Treasury. Prepare BAS Credit letter letters for signatures and submit to bank and Treasury for payment. Prepare revenue pay over, surrenders instruction to the bank. Responsible for reconciliation exchequer account, Fund requisition and other cash equivalent accounts. Responsible to coordinate receipt of confirmation for cash for grants from Provincial Treasury and monthly confirmation of exchequer releases. Verify Bank account agrees to Bas Bank account daily. Report discrepancies to Systems controller and provide bank statement of non - interfaced transactions. Verify cash flow statement against bank statement immediately after payment of transactions. Prepares inflows and outflows template. Responsible for clearing of suspense account, which would include the following: Clear related bank exceptions.Draw Bas reports for clearance of related suspense accounts. Perform reconciliation of related suspense accounts. Attend to electronic bank transfer rejections and recalls (EBT).Management of departmental debtors. (Dishonored Cheques and Scholar transport overpayments recoveries). Preparation of journals. Capturing of journals into the system.Filling of journals. Perform reconciliation of general ledger Eskom debit orders for airports, and submit to end users. Interact with districts for clearance of receipt related accounts. Implement and control financial record management processes, which will include the following: Receive authorised journals for safe keeping. File and safekeeping according to journal numbers. Verification of journals against journal register. File financial correspondence, related reports and reconciliations in date order for safe keeping. Assist with audit queries. Remove obsolete records to registry from time to time. Perform administrative related functions, which would include the following: Contribute to the compilation of working papers as required for IFS and AFS. Close books under dual control.Issue face value forms to Head office and various districts. Comply with the Public Service prescripts. Provide mentorship to newly appointed staff, learners and interns.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/144 : SUPPORT NET WORK TECHNICIAN REF.NO: DOT127/06/2019

SALARY : R 257 508.00 - 303 339.00 (Level 07)
CENTRE: Head Office
DUTIES: Provision of ICT end user support services: Attend to calls logged on the service desk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provide support to transversal systems (BAS, PERSAL, LOGIS). Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security and inventory documentation.
ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/145: PROVINCIAL INSPECTORS REF NO: DOT 98/06/2019
DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearms and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/146: ARTISAN (MECHANIC) (X 3 POSTS)
DUTIES: Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and/or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety.
Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/147 : ARTISAN (WELDER) RE.NO: DOT128/06/2019 (X 1 POST)

SALARY : Range: (OSD) Grade A R190 653.00
CENTRE : Sarah Baartman
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver’s license. No Experience Required
DUTIES : Read and interpret project plans, blueprints and other written instructions and diagrams to perform task at hand. Perform MIG, TIG and other types of weld based on project needs. Field install welds, including duct work, light fixtures, vents, fans, metal sheeting and other parts Select proper fillers for jobs based on previous experience or project instructions .Coordinate with field labor crew for efficient installations .Conserve resources whenever possible to ensure budgetary integrity and client satisfaction . De-bur and grind metal as necessary to achieve proper surface texture. Test the component. Complete job card and sign it. Safekeeping of tools allocated to him. Supervise subordinate within the sub-directorate. Ensure compliance to Safety Standards.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/148 : AUTO ELECTRICIAN: MECHANICAL REF.NO: DOT129/06/2019 (X 1 POST)

SALARY : Range: (OSD) Grade A R190 653.00
CENTRE : Sarah Baartman
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver’s license. No Experience Required
DUTIES : Undertake electrical repairs on various vehicles and plant. Repair parts and equipment when needed. Maintain and repair various kinds of petrol and diesel engine motor vehicles. Order for parts and equipment as necessary. Liaise with agents and manufacturers on problems in order to achieve an efficient repair. Complete all documentation and receipts, including inspection sheets, and applies signatures as appropriate. Identify repairs required via unfair wear and tear, and advice the artisan mechanic and foreman

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/149 : PRINCIPAL DRIVER / OPERATOR (X9 POSTS)

SALARY : R173 703.00 per annum (Level 5)
CENTRE : Joe Gqabi Ref No: .DOT 99/06/2019 (7 posts)
Sarah Baartman (Ref No.: DOT100/06/2019)
Amatole (Ref No:.DOT101/06/2019)
DUTIES : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road.
Manage the allocated resources of the post incumbent in line with legislative and
departmental policy directives and comply with corporate governance and planning
imperatives. Maintain high standards by ensuring that the team produces excellent
work in terms of quality / quantity and timelines. Resolve problems of motivation and
control with minimum guidance from manager. Delegate functions to staff based on
individual potential provide the necessary guidance and support and afford staff
adequate training and development opportunities. Ensure timely development of
job description and implementation of Work Plans and Personal Development Plans
(PDP’s) for all employees in the team. Manage daily employee performance and
ensure timely Performance Assessments of all subordinates. Ensure management,
maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/150 : SCM CLERK (PRODUCTION) (3 POSTS)

SALARY : R173 703.00 - R 204 612.00 per annum (Level 5)

REQUIREMENTS : A grade 12 certificate or equivalent. No experience required. Knowledge: Basic
knowledge of supply chain duties, practices as well as the ability to capture data, operate
computer and collecting statistics. Basic knowledge and understanding of the
legislative framework governing the Public Service. Basic knowledge of work
procedures in terms of the working environment Skills: Problem solving skills, Computer
skills, Interpersonal relations, Communication skills (Verbal & written)

DUTIES : Render asset management clerical support: Compile and maintain records (e.g.
asset records/databases). Check and issue furniture, equipment and accessories to.
Components and individuals. Identify redundant, non-serviceable and obsolete
equipment for disposal. Verify asset register. Render demand and acquisition clerical
support: Update and maintain a supplier (including contractors) database. Register
suppliers on Logis or similar system. Request and receive quotations. Capture
specification on the electronic purchasing system. Place orders. Issue and receive
bid documents. Provide secretariat or logistical support during the bid consideration
and contracts conclusion process. Compile draft documents as required. Render
logistical support services: Place orders for goods. Receive and verify goods from
suppliers. Capture goods in registers databases. Receive request for goods from end
users. Issue goods to end users. Maintain goods register. Update and maintain
register of suppliers.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/151 : REGISTRY CLERK REF.NO: DOT 105/06/2019

SALARY : R 173 703.00 Salary Level 5

CENTRE : Joe Gqabi District

REQUIREMENTS : A grade 12 certificate or equivalent. No experience. Competencies: Knowledge of
registry duties, practices as well as the ability to capture data, and operate computer.
Working knowledge and understanding of the legislative framework governing the
Public Service. Knowledge of storage and retrieval procedures in terms of the
working environment. Understanding of the work in registry. Skills: Computer skills.
Interpersonal relations. Communication skills (Verbal & written). Planning and
organisation.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other
enquiries received. Receive and register hand delivered mail/files. Handle incoming
and outgoing correspondence. Receive all mail. Sort, register and dispatch mail.
Distribute notices on registry issues. Render an effective filing and record
management service. Opening and close files according to record classification
system. Filing/storage, tracing (electronically/manually) and retrieval of documents
and files. Complete index cards for all files. Operate office machines in relation to the
registry function. Open and maintain Franking machine register. Frank Post, record
money and update register on a daily basis. Undertake spot checks on post to ensure
no private post is included. Lock post in postbag for messengers to deliver to Post
Office. Open & maintain remittance register. Record all valuable articles as
prescribed in the remittance register. Hand delivers and signs over remittances to
finance. Send wrong remittances back to sender via registered post and record
reference number in register. Keep daily record of amount of letters franked. Process
documents for archiving and / disposal. Electronic scanning of files. Sort and
package files for archives and distribution. Compile list of documents to be archived
and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
DUTIES:
Collection of revenue and debt services in the district: Receive application form or 
source documentation from clients personally for example permits, etc. Verify source 
documents for completeness and accuracy including the correct tariffs according 
to Government Gazette. Revenue / monies received by means of cash, cheques debit 
or credit cards, etc. for services rendered by the department must be brought into 
account. All cash, bank guaranteed cheques, debit or credit card payments and etc. 
received to be checked and verified for validity / authenticity. (Example UV Light 
detector). Issuing of receipts for revenue received: Issue receipt from the receipt 
book Z1512 to customers for services rendered by the Department. No alterations or 
erasures to be made of any kind or permitted on receipts. All cancelled receipts be 
endose as canceled in bold writing or with a stamp. Receipts incorrectly filled be 
canceled and original plus copies kept in book for inspections. Safe keeping, 
reconciliation, handover and day end of revenue collected. All revenue received to be 
retained safe during and after performance of transactions. No private monies to be 
kept or deposited into state resources and is prohibited. Reconcile cash, cheques, 
etc. with receipts issued, complete summary and hand over to responsible person for 
banking. Any shortages or surpluses must be reported to supervisor for investigation 
and shortages be paid by cashier. Day end of revenue collected, filling of documents 
and other administrative functions: All receipts issued after banking hours must be 
indicated on top ABH (after banking hours). Complete batching, capturing and filling 
of receipts and or other documents. Capturer amends receipts flagged & send source 
documents back to supervisor/authorizer. Complete other financial tasks and or 
other administrative adhoc tasks as assigned by superior or head of section.

REQUIREMENTS:
A grade 12 certificate or equivalent. No experience.Knowledge: Basic knowledge of 
financial functions, practices as well as the ability to capture data, operate computer 
and collate financial statistics. Basic knowledge and insight of the Public Service 
financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, 
PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems 

POST 23/152 : SENIOR ACCOUNTING CLERK: CASHIER REF.NO: DOT 106/06/2019

SALARY : R 173 703. 00 – R 204 612. 00 (Level 5)
CENTRE : Joe Gqabi
REQUIREMENTS : A grade 12 certificate or equivalent. No experience.Knowledge: Basic knowledge of 
financial functions, practices as well as the ability to capture data, operate computer 
and collate financial statistics. Basic knowledge and insight of the Public Service 
financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, 
PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems 

POST 23/153 : SENIOR ACCOUNTING CLERK: BANKER REF.NO: DOT 107/06/2019

SALARY : R173 703. 00 – R 204 612 .00 (Level 5)
CENTRE : Joe Gqabi
REQUIREMENTS : A grade 12 certificate or equivalent. No experience.Knowledge: Basic knowledge of 
financial functions, practices as well as the ability to capture data, operate computer 
and collate financial statistics. Basic knowledge and insight of the Public Service 
financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, 
PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems 

DUTIES:
Collection of revenue and debt services in the district: Receive application form or 
source documentation from clients personally for example permits, etc. Verify source 
documents for completeness and accuracy including the correct tariffs according 
to Government Gazette. Revenue / monies received by means of cash, cheques debit 
or credit cards, etc. for services rendered by the department must be brought into 
account. All cash, bank guaranteed cheques, debit or credit card payments and etc. 
received to be checked and verified for validity / authenticity. (Example UV Light 
detector). Received revenue collected, do reconciliation and banking: Money 
received are reconciled with receipts issued before banking. Compare money to total 
receipts issued and original cancelled receipts must be present and update daily 
summary. Signs daily summary as evidence that money balances, complete deposit 
slip and banks money after supervisor verification. All money collected must be 
deposited daily into departmental bank account or ABH be done if received after 
hours. Batching, capturing of receipts and drawing of reports for revenue collected: 
Receive complete allocated detail of receipts for the day and detach second copy to 
deposit slip, complete batch and submit to supervisor for verification. Received batch 
back and capture on BAS/Logis and cancelled receipts also to be captured. Request 
"Register of Receipts" after capturing and attach to the batch, also update or cancel 
errors and inform supervisor whilst handing over batch with deposit slip. Process 
closed batch of receipts that have been deposited& capture on the system and assist 
with completion of reports and day- end. Day end of revenue collected, filling of
documents and other administrative functions: All receipts issued after banking hours must be indicated on top ABH (after banking hours). Complete batching, capturing and filling of receipts and other documents. Capturer amends receipts flagged & send source documents back to supervisor/authorizer. Complete other financial tasks and other administrative adhoc tasks as assigned by superior or head of section.

ENQUIRIES

POST 23/154
ADMIN CLERK: CHANGE MANAGEMENT & SERVICE DELIVERY IMPROVEMENT REF.NO: DOT108/06/2019

SALARY
Range: An all – inclusive remuneration package of R 173 703.00 – R 204 612.00 (Level 5)

CENTRE
Head Office

REQUIREMENTS
Grade 12 certificate or equivalent. Computer literacy (knowledge of excel is highly recommended). No experience required Knowledge: Knowledge of clerical duties. The ability to capture data. Operate computer and good on Microsoft Excel. Knowledge of working procedures in terms of the working environment. Knowledge of BATHO PELE revitalization strategy. Skills: Advanced Computer skills. Interpersonal relations. Communication skills (Verbal & written)

DUTIES
Provide support in the implementation of change management Initiatives. Arrange logistics for holding of change management sessions. Provide secretariat services to change management engagements. Ensure safe keeping of change management documents. Distribute documents/packages to various stakeholders as required. Type basic letters and other correspondence when required. Work on excel templates as at when required. Update registers and statistics. Handle routine enquiries. Provide support in the implementation of Batho Pele programs. Participate in the implementation of Batho-Pele quick wins such as signage, display of organogram, suggestion boxes etc. Participate in the preparations for the Public Service Month (PSM) and provide hands on support during the implementation of PSM program. Facilitate the signing and submission of PSM report to the Office of the Premier. Provide administrative support in the implementation of KHAEDU deployments. Provide support in the provision of service standards and service charter. Liaise with departmental business unit heads to arrange service standards development sessions. Consolidate information from the business units and produce a draft service standards document. Participate in the development of service charter. Arrange logistics for service standards and service charter consultation sessions with service recipients. Arrage logistics for the launch of service charter. Liaise with service providers for printing of service standards and service charter. Participate in displaying of service charter in all service points of the department. Assist in the development of the business process maps and standard operating procedures. Provide administration support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Arrange travelling an accommodation. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component.

ENQUIRIES

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/155
SCM CLERK (PRODUCTION): LOGISTICS REF.NO: DOT 112/06/2019

SALARY
R173 703 – R204 612 (Level 5)

CENTRE
Head Office

REQUIREMENTS
Grade 12 certificate or equivalent. No experience required. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written)

DUTIES

ENQUIRIES

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/156
SCM CLERK: LOGISTICS REF. NO: DOT 113/06/2019

SALARY
R173 703 – R204 612 (Level 5)

CENTRE
Head Office
**DUTIES**

Allocate and report defects timely. Complete all the required and prescribed tasks.

**REQUIREMENTS**

Grade 12 or equivalent. A Valid Driver's License code B & EC. Driving experience.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

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**DUTIES**

Coordinate the disposal of stock inventory. Prepare the identified stock for disposal.

**REQUIREMENTS**

B Degree (NQF 7) /National Diploma (NQF level 6) / in Logistics, Purchasing. 1-2 years relevant experience in Supply Chain Management experience.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

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**DUTIES**

Handle routine enquiries. Make photocopies and receive or send facsimiles.

**REQUIREMENTS**

Grade 12 certificate or equivalent. No experience required. Knowledge: Basic knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

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**DUTIES**

Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics.

**REQUIREMENTS**

Head Office

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

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**DUTIES**

Core driver functions. Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed tasks.
records and logs books with regard to the vehicle and the goods handled.* Render a clerical support/ messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9 and

ENQUIRIES:
Mrs P. Mbewu at Tel no: 043-731 2980/043 731 1249

FOR ATTENTION:
Mrs P. Mbewu

CLOSING DATE:
12 July 2019

NOTE:
Applications must be submitted on the Application for Employment Form ( Z83), obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license ( where applicable) and Identity Document ( with an original certification stamp). The Z83 form must be signed by original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

POST 23/160:
SENIOR MANAGER: INTERNAL AUDIT REF. GFMS 01/06/2019 (ONE YEAR
CONTRACT POST)

SALARY:
All inclusive Package. Salary Range: R 1 005 063.00 per annum (level 13). The package includes a basic salary (70% of package) and a flexible portion (30%) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance, competency assessment and the signing of a performance agreement within three months of appointment.

CENTRE:
East London

REQUIREMENTS:
Undergraduate (NQF level 7) as recognised by SAQA in Accounting/ Internal auditing with 10 years’ experience in Audit/ Finance Management of which 5 years must have been at middle/senior managerial level in an internal audit environment. Certified Internal Auditor (CIA) will be an added advantage. Competencies: Strategic capability and leadership. Programme and project management. Problem solving and analysis. Communication. People management and empowerment.

DUTIES:
Manage, coordinate and provide internal audit services. Prepare and execute an Annual Internal audit Plan. Provide assurance on established internal control procedures. Manage allocated resources of the Unit in line with legislative and policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES:
can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

OTHER POSTS

POST 23/161:
DEPUTY DIRECTOR: IT REF NO:. GFMS 02/06/2019 (ONE YEAR
CONTRACT POST)

SALARY:
All inclusive Package. Salary Range: R 733 257 – R 863 748 (Level 11)

CENTRE:
East London
**REQUIREMENTS**: National Diploma NQF level 6/ Preferably B Degree NQF level 7 / in Computer Science / Information Technology. International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. 5 years’ relevant experience in Information Technology Management of which 3 years must be at Assistant Director Level/ Junior Management Level. Competencies: Knowledge of Communication Strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT, and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.

**DUTIES**: Facilitate the systems analysis process to GFMS needs and to map functionality requirements: Conduct an analysis of business and user needs to develop the needs analysis. Communicate and collaborate with internal and external customers. Development / review of ICT policies, plans, process flows and procedures. Conduct research and recommend innovative business process automation. Develop and Implement strategies to operationalize the Vision, Mission and Values of the entity. Manage the provision and maintenance of the GFMS ICT infrastructure; Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN). User support management: Attend to escalated calls from call centre for hardware and software support. Analyse help desk logs on a daily basis to prioritise outstanding problems and request according to GFMS priorities. Manage and maintain ICT assets: Coordinate the ICT asset verification with Supply Chain Management Unit to update the asset register. Manage and maintain ICT asset register. Provide statutory reports on a monthly basis Manage the ICT sub-unit: Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-unit and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Provide functional technical advice and guidance. Manage area of responsibility: Identify and manage risks in area of responsibility. Review work area’s performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit’s assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/ awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

**ENQUIRIES**: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

**POST 23/162**: DEPUTY DIRECTOR: FLEET RISK AND LOGISTICS MANAGEMENT REF NO: GFMS 03/06/2019

**SALARY**: All inclusive Package. Salary Range: R 733 257 – R 863 748 (Level 11)

**CENTRE**: East London

**REQUIREMENTS**: National Diploma NQF level 6/ Preferably B Degree NQF level 7 in Risk Management/ Commerce/ Public Administration with at least 3 years at Assistant Director Level / Junior Management Level. Experience in Operations of Fleet Management will be an added advantage. Competencies: Knowledge of Fleet Management processes, Fleet risk management, Under-writing, Legislative requirements, Insurance Investigation, Claims Management, Insurance Fund Management and Fleet Logistics Management.

proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Provide functional technical advice and guidance. Manage area of responsibility. Identify and manage risks in area of responsibility. Review work area’s performance and make recommendations to improve efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the unit’s assets are managed, maintained and kept safely. Ensure reporting according to internal and external requirements.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/163: WAREHOUSE CONTROLLER (FLEET RISK & LOGISTICS MANAGEMENT) REF NO: GFMS 04/06/2019 (ONE YEAR CONTRACT)

SALARY: R 376 596 – R 443 601 (Level 9) Plus 37% in lieu of benefits
CENTRE: East London
REQUIREMENTS: National Diploma NQF level 6 in Logistics / Commerce / Public Administration / Engineering with 5 years’ relevant working experience of which one (1) year must be in a fleet environment and 3 years at supervisory level or SL 7/8. Warehouse logistics experience will be an added advantage A valid code 08 driving license. Competencies: Good communication skills Team player Self-management Problem Solving and Decision Making* Computer Literacy.

DUTIES: Responsible for overall running of the depot / Warehouse.Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles) .Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting, Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/164: ASSISTANT DIRECTOR: STRATEGY AND PLANNING REF NO: GFMS 05/06/2019 (Permanent)

This is a re-advertisement. Those who applied previously need not re-apply as their applications will be considered.

SALARY: R 376 596 – R 443 601 (Level 9)
CENTRE: East London
REQUIREMENTS: National Diploma NQF Level 6 in Management preferably in Strategy / Monitoring & Evaluation/ Public Administration/ Any other relevant National Diploma with at least 3 years’ experience at a supervisory Level or SL 7/8 within planning, monitoring and evaluation environment. Competencies: Applied Strategic Thinking. Planning and organizing. Communication and reporting skills. Problem solving and Decision Making. Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation

DUTIES: Develop and maintain GFMS strategic and annual performance planning agenda: Based on legislative and policy directives develop and publish GFMS’s planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS strategic plan, annual performance plan and operational plan: Facilitate the development of GFMS’ Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate strategic planning / Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of GFMS in line with its strategic objectives and annual performance targets: Maintain institutional monitoring, evaluation and reporting instruments and templates. Coordinate evaluation processes. Based on the identified objectives and performance targets set in relevant plans, coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the Department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development and publishing of GFMS Annual Report. Facilitate and coordinate policy development, review, update and maintain policy register: Facilitate the development of policies. Support policy identification. Coordinate policy approval. Update Policy register. Facilitate policy review sessions in consultation with DoT. Manage area of...
responsibility: Identify and manage risks in area of responsibility. Review work area’s performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit’s assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/165: ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE (ONE YEAR CONTRACT)
This is a re-advertisement, those who applied previously need not re-apply.

SALARY: R304 263 – R344 640 (OSD) per annum plus 37% in lieu of benefits.
CENTRE: Chris Hani Ref No: GFMS 06/06/2019 and Ref No: GFMS 07/06/2019 (1 post)
Mt Ayliff Ref No: GFMS 08/06/2019(1 post) (1 post)
DUTIES: Managing GFMS Supplier- Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.
ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/166: HUMAN RESOURCE OFFICER REF NO:. GFMS 09/06/2019 (Permanent)

SALARY: R257 508.00– R303 339.00 per annum (Level 7)
CENTRE: GFMS (East London)
DUTIES: Perform administrative support functions for the administration of Service Benefits (Housing Allowance, Acting Allowance, State Guarantee, IOD, S&T claims, Service Termination, Resettlement and PILIR). Administer PMDS in the GFMS. Provide administrative support with the implementation of GFMS’s Workplace Skills Plan and talent development programmes. Provide Human Resource document management and registry services in line with National Minimum Information Requirement standards (NMIR) issued by the MPSA. Leave Administration. Provide help Desk Services. Provide administrative support with the implementation of grievances and disciplinary procedures.
ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/167: STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO:. GFMS 10/06/2019 (ONE YEAR CONTRACT)

SALARY: R257 508.00 – R303 339.00 per annum) plus 37% in lieu of benefits (Level 7).
CENTRE: GFMS (East London)
ENQUIRIES: can be directed to Mrs P. Mbewu atTel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319
POST 23/168 : ADMINISTRATION OFFICER: CLIENT RELATIONS MANAGEMENT REF NO: GFMS 11/06/2019 (ONE YEAR CONTRACT)

SALARY : R257 508.00 – R303 339.00 per annum plus 37% in lieu of benefits (Level 7)
CENTRE : GFMS (East London)

DUTIES : Provide administrative assistance with the development, maintenance and implementation of the GFMS’s client relations management policies, instruments and standards: Conduct on instruction basic research assignments in support of processes to develop and maintain the GFMS’s client relations management policies, instruments and standards. Assist with the collection and capturing of policy and instrument monitoring and evaluation data needed for the identification of policy “gaps”. Client satisfaction survey data into datasets for analysis during policy development and maintenance initiatives. Implement a system to maintain the Sub Unit’s inventory of policies and instruments. Administer processes to make the Sub Unit’s policies and instruments accessible to client departments and stakeholders. Provide administrative and general support with initiatives to develop and maintain the GFMS’s corporate image: Conduct on instruction research assignments to assist with processes to develop short and long term brand marketing strategies taking into account strategic direction and objectives of the GFMS. Implement adopted brand marketing strategies and promote the GFMS brand in order to improve understanding of the brand by ensuring internal and external stakeholders know, understand and can associate with the brand. Provide administrative support to initiatives aimed at growing and monitoring brand awareness and brand confidence by assisting brand surveys processes. Assist with the development distribution and impact assessment of branding materials and publications. Liaise with role-players in client departments to market the services of the GFMS and to resolve service delivery issues of a general nature. Provide client relations management services: Implement the GFMS’s Client Relations Management Policy Framework. Provide a client department/user help desk and “service booking” capability. Provide a “one stop” client department and stakeholder complaints logging and referral system. Populate the GFMS’s stakeholder complaints/issues database. Provide administrative assistance with processes to administer Fleet Service Level Agreements with client departments; Identify and assist with processes to resolve non-compliance with SLA imperatives and standards. Provide assistance to maintain relevant client department liaison forum(s). Maintain the GFMS’s client department SLA inventory. Interact with functionaries in client departments to resolve general issues of non-compliance or miss-use of fleet items identify by other. Prepare client fleet utilisation trend profiles enabling supervisors to facilitate corrective action and value for money for client departments. Provide administrative and general support with the implementation of client department fleet management development and capacitation programmes: Assist with processes to develop and implement the GFMS’s client department fleet management knowledge management system. Collect and order data to analyse the development needs and “gaps” of Transport Officers. Assist with the development of targeted Fleet Officers Training Programmes and the presentation thereof. Assist with the development of toolkits to support departmental Transport Officers in the performance of their duties. Assist with processes to analyse reports and data sheets to monitor, evaluate and report on the performance of the GFMS’s client department’s capacity development programme. Provide general office administration and projects support services: Facilitate processes for the requisition of office consumables. Facilitate arrangements for travel and accommodation. Liaise with clients in the absence of the Senior Legal Administration Officer. Maintain the Sub Unit’s budget. Provide client liaison services. As a member of transversal project teams provide project administrative support services.

ENQUIRIES : can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/169 : HUMAN RESOURCE CLERK, REF NO: GFMS 12/06/2019 (ONE YEAR CONTRACT)

SALARY : R173 703- R204 612 per annum plus 37% in lieu of benefits (Level 05).
CENTRE : GFMS- EAST LONDON
REQUIREMENTS : Grade 12 or Equivalent, No Experience Required. Competencies: Knowledge and understanding of Human Resource Management environment. Knowledge of...

**DUTIES**

Implement human resource administration practices through Recruitment and Selection: Render advertisement of posts, Implement appointments on PERSAL, Implement transfers on PERSAL, Render the verification of qualifications, Provide secretariat functions at interviews, Process replacement of personnel, and Implement confirmation of probationary periods. Implement human resource administration practices through Conditions of service. Capture Leave on PERSAL, Implement Housing, Medical Aid, Injury on Duty cases, Long Service Recognition, Overtime and Relocation on Persal System, Assist Client with submission of Pension to the Government Employee Pension fund. Enquiries. Receive queries and resolve them, Attend to enquiries by staff members. Records Management: Implement a Records Management policy and procedures for the Department. Implement a file plan for the Department. Ensure that all Departmental records are properly managed and safely guarded. Handle the translation of the electronic filing system. Ensures that the Department complies with and implement the provisions of the Archive Act and Information Act. Facilitate the development of a centralised registry for HR service for the Entity. Give support and guidance to the Entity including Districts.

**ENQUIRIES**

can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319