Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.
FOR ATTENTION: Recruitment Unit. Room 4034
CLOSING DATE: 12 August 2019
NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 27/49: ASSISTANT DIRECTOR: DRIVING LICENCE STANDARD REF NO: DOT/HRM/2019/33 (X3 POSTS)
Branch: Road Transport
Chief Directorate: Road Regulation
Directorate: Compliance
Sub-Directorate: Driving Licence Standards
This post is being re-advertised and candidates who applied need to re-apply again
SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
DUTIES: Evaluate standards at driving licence testing centres. Evaluate driving licence examiners at driving licence centres. Preparation of reports and internal communication. Updating of departmental records. Investigations (preliminary).
ENQUIRIES: Mr J Mbele Tel No: (012) 309 3710

POST 27/50: ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2019/34
Branch: Maritime Transport
Sub-Directorate: Maritime Administration Support
SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF level 6 / 7 qualification in Public Administration (Management) / Business Management with 3-5 years relevant experience in the Public Sector. NOTE: The following key competencies are essential:

**DUTIES**

Provide assistance with the financial management of the branch. Monitor the expenditures. Monitor the process of grants / transfers and other transfers for Departmental Entities and international organisations. Investigate and enquire about anomalies in the budget. Request the shifting of funds as necessary in consultation with the relevant responsible managers and obtaining the necessary approvals. Compilation of the budgetary inputs of all the Chief Directorates, Sub-directorates and Sections for which the Branch is responsible for. Assist with the compilation of the 3 years MTEF input. Assist with the consolidation of the Branch’s input to the adjustments of the National Expenditure (ENE). Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying; Provide support with the compilation of strategic documents, business plans and operational plans. Provide administrative and general co-ordination services in the Branch; Perform the responsibilities as the Sub-Budget Controller. Provide support to the planning for the respective budget cycle. Ensure that funds are committed under the correct allocation; Monitor programme / Sub programme budget for over and under expenditure. Assist with the veriment and shifting of funds within and across the programme. Attend Budget Controllers meetings. Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure.

**ENQUIRIES**

Mr S Maleka Tel No: (012) 309 3763

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**POST 27/51**

**SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2019/35**

Branch: Office of the Director-General
Chief Directorate: Internal Audit and Forensic Investigation
Directorate: Internal, Performance and IT Audits
Sub-directorate: Internal Audit

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Evaluate the internal control systems. Risk management and governance processes of the department. Plan audit projects. Develop adequate audit procedures. Execute audit programme by gathering all relevant data and audit evidence. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with clients. Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans were implemented.

**ENQUIRIES**

Ms L Monama Tel No: (012) 309 3452