ANNEXURE V

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity target, therefore, women and people with disabilities are encouraged to apply.

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 : 06 September 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. All shortlisted candidates for the above posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. These posts are being re-advertised and candidates who applied previously must re-apply again if they are still interested.

MANAGEMENT ECHELON

POST 30/130 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2019/43

Branch: Administration

SALARY : R1 521 591 per annum (All inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate Bachelor degree in Public Administration or Human Resource Management at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least ten (10) years' relevant experience at a Senior Management level. An appropriate Master's degree will be an added advantage.

DUTIES : The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its...
Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Provide and manage an effective information technology services to the department. Develop and maintain business information systems to enhance DoT operations. Maintaining current systems and ensure operational effectiveness. Maintain effective information technology infrastructure and manage IT security. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing, and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES**
Mr A Moemi Tel No: (012) 309 3172

**NOTE**
The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium Term Expenditure Framework (MTEF).

**POST 30/131**
**DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT**
**REF NO:**
**DOT/HRM/2019/44**
Branch: Rail Transport

**SALARY**
R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
A bachelor degree in Engineering, Transport Economics, Administration or Arts at NQF 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least 8 - 10 years relevant experience in the related field of which at Senior Management level. An appropriate Master’s degree will be an added advantage Note: The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).

**DUTIES**
The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Manage the planning and development of an integrated rail Infrastructure network & industry by ensuring the development, maintenance and updating of infrastructure funding and coordinate funding needs; ensuring the coordination development of integrated transportation systems network with sectors in the built environment and economic development; ensuring the maintenance and updating of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail agencies against performance MOU; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; establish and maintain governance and administrative system’s continuity within the work of
the branch; develop financial reports for forecasting, trending and results analysis; prepare and submit implementation plans; evaluate infrastructure spending plans; authorise expenditure; Monitor quality control of work; ensure the compilation of the annual report and strategic plan of the branch; Set budget levels; monitor the planning, organising and delegation of work; ensure monitoring & evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/132 : DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT REF NO: DOT/HRM/2019/45
Branch: Maritime Transport

SALARY : R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A Bachelor Degree in Transport Economics, Transport Planning, Transport Engineering, Law at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years’ relevant experience at a senior management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Maritime related studies will be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry Ensure the development of a strategic framework for the development and growth of the maritime sector Ensure the management and the development of and planning of Maritime Transport Infrastructure Regulate and direct maritime industry promotion and capacity development Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector Ensure effective implementation of maritime economic regulations Facilitate the implementation of and effective maritime environmental protection regime Create an enabling environment for the provision of a search & rescue function within South Africa and in cooperation with other states Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment Ensure the implementation of the Maritime Safety Regulatory Framework Ensure the monitoring and evaluation of maritime environment compliance Oversee the conducting of investigations on maritime accidents and incidents Oversee the monitoring and evaluation of the performance of maritime public entities Manage and control the Branch Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch Establish and maintain governance and administrative systems continuity within the work of the branch Develop financial reports for forecasting, trending and results analysis Ensure the compilation of the annual report and strategic plan for the branch Ensure that monitoring and evaluation is carried out in all areas of the branch including its agencies.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/133 : DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2019/46
Branch: Civil Aviation

SALARY : R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economy/ Transport Planning – plus a post graduate qualification with NQF level 8 as recognised by SAQA and 8-10 years’ senior management experience in Civil Aviation and thorough knowledge of the aviation industry. The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).
**DUTIES**

The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa’s framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch.

**ENQUIRIES**

Mr A Moemi Tel No: (012) 309 3172

**POST 30/134**

DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING

**REF NO:** DOT/HRM/2019/47

**Branch:** Integrated Transport Planning

**SALARY**

R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

**CENTRE**

Pretoria (Head of office)

**REQUIREMENTS**

A degree in BSc Civil Engineering, Transport Economics, Transport Planning, at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) year’s relevant Experience at a Senior Management level. An appropriate Master’s degree will be added advantage. The following will serve as recommendation: Financial Management and Treasury Regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / People Management; Client Orientation and Customer focus; Change Management; Excellent Communication skills (written and verbal).

**DUTIES**

The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi - modal transport planning modelling. Develop transport funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis service. Promote the development and transformation of the transport sector. Coordinate and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic
strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system’s continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES
Mr A Moemi Tel No: (012) 309 3172

POST 30/135
CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND CLUSTER COORDINATION REF NO: DOT/HRM/2019/48
Office of the Director-General

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE
Pretoria (Head Office)

REQUIREMENTS
Recognised NQF level 7 in Public Service Management or Strategic Planning with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication - English - above average, Computer literacy and Governance related to information.

DUTIES
The successful candidate will: Manage and lead the strategic planning and monitoring and evaluation process. Manage the strategic planning process in support of the budgeting and reporting frameworks of government by developing a calendar of events for the management of the strategic document, the Annual Performance Plan and the annual report. Manage the development of departmental strategic plans in line with overall government initiatives. Manage the development of the business plans in support of the annual strategic document. Coordinate and develop the Strategic Plan, Annual Performance Plans (APPs), and Quarterly Reports. Overall coordination and development of the Performance Information and the Annual Report. Develop effective systems to monitor the implementation of business plans and effective report back systems. Compile annual report. Manage and control Office the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system’s continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans, evaluate infrastructure-spending plans, ensure the compilation of the annual report and strategic plan of the branch, manage the development of strategic plan, business plan and annual report.

ENQUIRIES
Mr Alec Moemi Tel No: (012) 309 3172

POST 30/136
CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2019/49
Branch: Administration (Office of the Chief Operations Officer)

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE
Pretoria (Head Office)

REQUIREMENTS
A Bachelor’s in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.

DUTIES
The successful candidate will: To render human resource management and development services in the department: Render human resource planning
and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, Manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector capacity; Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management; Provide management advisory and organisational design service, Ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with / or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/137 : CHIEF DIRECTOR: AVIATION SAFETY, SECURITY AND ENVIRONMENT

REF NO: DOT/HRM/2019/50
Branch: Civil Aviation Transport

SALARY : R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate Bachelor Degree in Political Science, Aviation Management or Transport Economics/Transport Planning, LLB specialising in Aviation at NQF level 7 as recognised by SAQA plus Ten (10) years' relevant experience in the Aviation of which five (5) years must be at Senior Management level (SMS). The following will serve as recommendation: Providing an energetic, strong, visible and effective leadership Excellent management skills Experience in international diplomacy and negotiation skills Understanding South African’s role in the international arena Sound background of South African aviation Transport A clear understanding of South African civil aviation policy, legislation and the role of civil aviation in fulfilling the Government’s broader socio-economic issues A clear understanding of regional and continental civil aviation initiatives of Southern African Development Community (SADC), African Union (AU), United Nation (UN) and South Africa’s position A thorough understanding of national and international civil aviation transport system The ability to work in a team The ability to present papers.

DUTIES : The successful candidate will: Facilitate the development, implementation and monitoring of aviation safety regulatory frameworks and enforcement regime Monitor and evaluate the investigation of aviation accidents and incidents to prioritize safety through the implementation of recommendations Monitor and evaluate outputs and outcomes of aviation related agencies Monitor aviation industry compliance with aviation safety related legislative and regulatory frameworks Facilitate the development, implementation and monitoring of aviation security regulatory frameworks and enforcement regime Compilation, promulgation and review of the National Aviation Security Plan (NASP) Monitor industry compliance with aviation security related legislative and regulatory frameworks Evaluate advice and make recommendations on interventions aimed at reducing aviation greenhouse gas emissions Develop and monitor mechanism to evaluate the effectiveness of interventions Publish
annual report on aviation environment protection and preservation compliance and performance. Represent the department on environmental issues on various Forum. Manage aviation related climate change issues. Develop, implement, monitor and evaluate search and rescue regulatory frameworks. Provide strategic and secretariat service to South Africa Search and Rescue. Participate in search and rescue forum to promote the Department’s mandate. Manage South African search and rescue global integration and cooperation. Manage and control of the Chief Directorate.

ENQUIRIES: Ms M Mamabolo, Tel No: (012) 309 3072

POST 30/138: CHIEF DIRECTOR: MARITIME, IMPLEMENTATION, MONITORING AND EVALUATION REF NO: DOT/HRM/2019/51
Branch: Maritime Transport

SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria (Head Office)

REQUIREMENTS: A recognized NQF Level 7 in Maritime Studies / Environmental Science or equivalent qualification plus 6 – 10 years relevant experience of which 5 years must on Senior Management Level. A recognized NQF Level 8 will be added advantage. The following will serve as recommendations: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of public administration regulations and procedures. Excellent verbal, liaison and writing communication skills. Strategic leadership and coordination skills. High-level ability to analyses and synthesis information and to interpret and implement policies and strategies. Extensive knowledge of public finance management systems and legislation in Government. Sound knowledge and understanding of the Maritime Safety, security and protection of the marine environment operations. Sound knowledge and understanding of environmental protocol and conventions. A good track record of managing strategic programmes / project of national interest. Sound knowledge of government protocol. Processes and regulations. Williness to travel and work beyond normal working hours.

DUTIES: The successful candidate will: facilitate the implementation of key Comprehensive Maritime Transport Policies for promotion of safety and security and maritime environmental protection and participate in the multilateral process as defined by: Facilitation and monitoring the application and strategic facilitation of the implementation of safety and security measures by relevant Maritime Agencies as aligned to the international standards. Promote the implementation of measures to prevent unlawful acts, which threatens the safety of ports infrastructure, and ship/port interface. Promote a zero tolerance policy on sub-standard shipping along the coast. Provide security risk management to ensure that proper security measures are adhered to and implemented. Facilitate compliance with and evaluate performance by appropriate Maritime Agencies. Coordinate and ensure compliance with Maritime Environment Control along the South African Cost. Monitor the implementation of the Marine Environment Protection Programme. Promote inland waterways safety and security. Promote the framework for safety and security governance in small harbors. Monitor compliance by maritime agencies with performance agreements entered into with Department. Ensure alignment of maritime public entities with DoT performance management system. Integrate quarter & annually performance results and evaluate gaps. Study annual report and budget of entities and make recommendation. Ensure that public entity strategic plans are aligned to that of DoT. Represent the Department at board meeting as required. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements regulations rules and instructions pertaining to the branch. Establish and maintain governance and administrative system’s continuity within the work of the Chief Directorate. Prepare and submit implementation plans. Authorize expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly report. Ensure all staff comply to PMDS prescripts and submitted on time. Monitor the planning, organizing and delegation of work. Facilitating the implementation of effective
Maritime environmental protection and compliance regime, monitor and evaluate performance of Maritime public entities. Monitor the implementation of International Conventions and Protocols, develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative systems continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analyses of the Ports Regulator’s Annual Performance Plans and annual report.

ENQUIRIES

Mr D Ntuli Tel No: (012) 309 3331

POST 30/139: CHIEF AUDIT EXECUTIVE REF NO: DOT/HRM/2019/52
Office of the Director-General

SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria (Head Office)

REQUIREMENTS: A relevant NQF level 7 in Internal Auditing with 5 years’ relevant experience on SMS level. A relevant NQF level 8 in Auditing will be an advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication English - above average, Computer literacy and Governance related to information. Duties: The successful candidate will: Provide sound internal audit and forensic investigation services by ensuring the maintenance and provision of internal, performance and ICT audit services. Ensure the provision of internal audits in the Department. Ensure the provision of performance audits. Ensure the provision of ICT (governance) audit services. Ensure the provision of effective forensic investigations and quality assessments of internal audits. Ensure the provision of departmental forensic audit services. Ensure that Internal Audit Activity conforms to the Definition of Internal Auditing, Standards and Code of Ethics, Provide consulting services to the Department and ensure compliance to prescripts and legislation. Ensure the development, implementation, management and execution of a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may affect organisational performance by ensuring the development of the department’s risk management framework, communicating, monitor and reporting on its implementation. Ensure the management of the coordination of the Risk Committee. Monitor implementation of resolutions taken by risk management committee. Establish and maintain a risk management philosophy and culture within the organisation. Ensure the maintenance and updating of risk profile for the department and report to the Accounting Officer, Management and Risk Management Committee. Manage and control the Chief Directorate by ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate. Establish and maintain governance and administrative system’s continuity within the work of the branch. Ensure the submission of the strategic plan and annual report. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure compliance to the performance management system. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES: Mr A Moemi Tel No: (012) 309 3172

POST 30/140: CHIEF DIRECTOR: AVIATION POLICY AND REGULATION REF NO: DOT/HRM/2019/53
Branch: Civil Aviation

SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria (Head Office)

REQUIREMENTS: An appropriate Bachelor’s Degree in Transport Economics/Transport Planning or a degree in Law at NQF level 7 as recognised by SAQA plus Six (6) - Ten (10) years relevant experience of which 5 years must be at Senior Management level. Excellent Management skills. Note: The following will
serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act.

**DUTIES**

The successful candidate will: Manage aviation related policy development in support of the branch strategies. Develop effective legislation in support of policies. Manage the enactment of international instruments which have been ratified. Audit the effectiveness of related legislation in compliance with international standards and amend as required. Ensure the administration of the Air Services Licensing Act 115 of 1990 and the International Air Services Act 60 of 1993. Manage the implementation of the Air Transport Strategy. Manage all aspects relating to licensing and permits for air services. Participate in intra and inter-governmental strategic meetings for planning purposes. Negotiate Air Services Agreement and Memoranda of Understanding on behalf of South Africa with foreign states. Ensure the effective coordination of State Letters received from ICAO. Coordinate and facilitate research on multilateral issues. Facilitate South Africa’s participation at regional and continental level. Ensure fulfilment of South Africa’s obligations and associations in terms of the ascendance of international legal instruments. Monitor the implementation of continental and regional Agreements and Protocols. Represent South Africa’s position at international fora. Finalisation and implementation of the National Airports Development Plan. Implementation of the Aviation Policy relating to airport and airspace infrastructure. Manage the development, annual revision and facilitation of the implementation with DEA and NEMA Act on airspace matters. Represent the DoT in the regional and international airport and airspace forums. Ensure the development of required regulatory frameworks. Monitor and evaluate agency performance. Manage and control of the Chief Directorate.

**ENQUIRIES**

Ms M Mamabolo, Tel No: (012) 309-3072

**OTHER POSTS**

**POST 30/141**

**DEPUTY DIRECTOR: BEE SPECIALIST FOR IMPLEMENTATION, MONITORING AND EVALUATION**

REF NO: DOT/HRM/2019/54

Branch: Integrated Transport Planning

Chief Directorate: Modelling and Economic Analysis

Directorate: Black Economic Empowerment

Sub-directorate: Implementation, Monitoring and Evaluation

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An applicant must have a recognised NQF Level 6/7 in Bcom Degree, Transport Planning and Transport Economics with five year’s relevant experience at MMS / Assistant Director Level. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislations and policies. Understanding of Corporate Governance, PFMA, EEA, PPPFA, SDA. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal and People Management. Leadership qualities. Pay attention to details. Apply systematic approach. Ability to work under pressure. Good verbal and written communication. Excellent computer skills. Project Management as well as above average analytical skills.

**DUTIES**

The Incumbent will: Manage staff by performing supervisory and leadership role. Making sure that both Public and Private Sector deliver on the Transport Sector B-BBEE Charter. Assist in the collation and collection of information related to key BEE Performance Indicators. Communicate Public and Private Sector B-BBEE scorecards. Monitor progress of the charter by Public and Private Sector. Develop systems that will assist implementation. Monitoring and evaluation of Public and Private Sector scorecards targets and weightings. Help to analyse B-BBEE trends in the Transport Sector (Public and Private Sector) through research, surveys and analysis of B-BBEE verifications certificates from Transport Entities. Provincial Stakeholders at large. Advise the Department about B-BBEE non-compliance. Constantly interact with the institutions like Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises and Financial Institutions. Provide administrative support for B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders...
meetings etc.). She / He must be willing to work under pressure, long hours and do intensive travelling.

**ENQUIRIES**:  Mr. M Sikhudo Tel No: (012) 309 3014

**POST 30/142**:  DEPUTY DIRECTOR: SCHOLAR TRANSPORT MONITORING AND REVIEW REF NO: DOT/HRM/2019/55

Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Implementation
Directorate: Scholar Transport and Public Transport Special Groups
Sub-Directorate: Scholar Transport

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

**CENTRE**:  Pretoria

**REQUIREMENTS**:  An appropriate recognised NQF Level 6/7 qualification in Public Administration / Management or Transport Management or Transport Planning or Transport Economics. A minimum of five years relevant experience at MMS / Assistant Director Level. Knowledge and skills in the Compilation of Management Reports, Public Financial Management Act, Transport Planning, Public Transport Legislation, National Learner Transport Policy and Programme, Public Transport Policies and Strategies, Stakeholder Management, Analytical and Problem Solving skills. Communication skills both verbal and written communication. Computer Literacy.

**DUTIES**:  The successful candidate must be able to manage the implementation and the maintenance of the learner / scholar transport policy. Develop and implement strategies and framework in support of the policy. Develop and implement the learner transport institutional model. Facilitate and monitor scholar transport programme. Manage the sub-directorate.

**ENQUIRIES**:  Mr. E Maake Tel No: (012) 309 3603

**POST 30/143**:  PROCESSING AND ISSUING OFFICER REF NO: DOT/HRM/2019/56

Branch: Public Transport)
Chief Directorate: Public Transport Regulation
Directorate: National Public Transport Regulator
Sub-Directorate: National Public Transport Regulator Institutional Support

**SALARY**:  R257 508 per annum (Level 07)

**CENTRE**:  Pretoria

**REQUIREMENTS**:  A recognised NQF Level 6/7 in Public Management (Public Administration), Business Management, Office Management or Transport Management as recognised by SAQA plus two years’ experience of which one year must be experience in the Public Transport Operating Licence Environment. Note: The following knowledge and skills will be an added advantage: Database management systems. Excellent written and verbal communication skills. Knowledge and understanding of the National Land Transport Act (NLTA, ACT No 5 of 2009). NLTA regulations and systems. Computer literacy (MS Word, Excel, and Power point. Team work and customer service orientation. Willingness to work beyond normal working hours.

**DUTIES**:  Verify and process applications for interprovincial and tourist transport services. Cross check submitted tax clearance certificates with SARS. Register applications for accreditation of tourist transport operators and interprovincial transport services on OLAS. Issue operating license for interprovincial and tourist transport services. Refer applications to the planning authorities, NPTR inspectors and PREs. Verify registration and licensing of vehicles an eNatis. Compile reports for presentation to the NPTR. Safe guard the allocated face value document. Handle public enquiries. Ensure proper hand-over of files from / to the next section. Perform general administration of the NPTR. Ensure proper safeguard of face value documents. Liaise with various stakeholders.

**ENQUIRIES**:  Mr P Kolotsi Tel No: (012) 309 3024