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
20 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 these 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.

ERRATUM: Kindly note that the posts of Chief Director: Aviation Policy and Regulation with Ref No: DOT/HRM/2019/53 and Chief Director: Aviation Safety, Security, Environment and Search and Rescue with Ref No: DOT/HRM/2019/50 advertised in Public Service Circular 30 dated 23 August 2019, the requirements has been amended as follows: Chief Director: Aviation Policy and Regulation the requirements has been amended as follows an appropriate Bachelor’s degree in Transport Economics / Transport Planning / Policy Development / Public Administration or a degree in Law at NQF Level 7 as recognized by SAQA plus ten (10) year's relevant experience in Transport Industry of which 5 year's must be at Senior Management Level (SMS). Chief Director: Aviation Safety, Security, Environment and Search and Rescue the requirements has been amended as follows appropriate Bachelor's degree in Transport Economics / Transport Planning / Transport Engineering (Aeronautical) / Bsc in Environmental studies or a degree in Law at NQF Level 7 as recognized by SAQA plus ten (10) year's relevant experience in Transport Industry of which 5 year's must be at Senior Management Level (SMS). A recognized NQF Level 8 will be added advantage. Note: The closing date has been extended to the 13 September 2019.

OTHER POSTS

POST 32/29
DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2019/57
Branch: Civil Aviation
Sub-Directorate: Project Management and Financial Administration

SALARY
R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE
Pretoria

REQUIREMENTS
A recognised NQF Level 6 / 7 in Public Management / Administration or Business Management or Financial Management with five years’ experience at MMS or Assistant Director level of which three (3) years must be Supervisory experience. Note: The following will serve as recommendations: Financial Management. Human Resource Management. Public Financial Management. Planning and Organising. Project Management skills. Computer Literate. Strategic Planning. Communication Skills (Verbal from the highest to the lowest level and excellent written skills. Customer Service. He or She must be in possession of a valid driver’s license and be willing to travel extensively and work beyond the normal working hours.

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**DUTIES**

Provide assistance with the consolidation process of the budget of the Branch.

Provide assistance with financial management of the Branch. Maintain registers for procurement to track all forms of payments. Compile and maintain a financial database with regard to the income and expenditure of each phase of projects and per each spending institution. Verify that the spending is in line with the prescripts and provisions of the National Business Plan and Agreement. Manage procurement issues related to the acquisition of goods and services. Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying. Provide a financial management service to the Branch. Provide strategic support in the Branch in relation to core function and Contract management. Provide support with the procurement of goods and services and ensure that procedures are followed as required (Departmental Bidding Committee and Departmental Tender Committee forms are appropriately motivated and that the quotes are comparable). Monitor programme / Sub-programme budget for over and under expenditure. Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure. Assist with the veriment and shifting of funds within and across programme. Provide general supervision and appraisal staff. Draft submissions related to the request for placement / re-appointments abroad from the Branch to HRM and DIRCO. Process the applications for Special Travelling Privileges (STP), renting of motor vehicles, temporary accommodation during transition at the Mission. Process all ad-hoc request for approval by the Delegated Authority e.g. procurement of services not within the High Commissioner's delegated authority. Compile submissions related to application for travelling outside boarders of country of placement. Assist with verification of claims received from DIRCO prior to submit to the DDG or relevant delegated authority.

**ENQUIRIES**

Ms M Mamabolo Tel No: (012) 309 3072

**POST 32/30**

**DEPUTY DIRECTOR: APPLICATION DEVELOPMENT**

**REF NO:** DOT/HRM/2019/58

Branch: Transport Information Systems

Chief Directorate: Chief Information Officer

Directorate: Business Systems

Sub-Directorate: Application Development

**SALARY**

R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant NQF level 6 / 7 in IT or Information Systems or equivalent. Post-Graduate Diploma, Programme, Project Management will be an added advantage with five years on MMS or Assistant Director level and relevant working experience. Knowledge and skill: Project management, Business Analysis, Communication Skills and Facilitation Skills.

**DUTIES**

Develop software’s using Agile. Develop application in Unix/Linux and in MS Windows. Enhancement, maintenance and support of current systems. Data modelling and data design. Competency in Java or C#, Apache, Prostgres/MySQL/Oracle PL/SQI/MSSQL, JavaScript’s, ASP, ASP.NET, PHP, and any Open Source Solution. Oversee and ensures that IT Systems related projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the IT Systems project scope. Develop effective working relationships and ongoing management processes for the IT systems project. Manage, monitor and evaluate the cross functional team assigned to the IT systems project.

**ENQUIRIES**

Mr A Managa Tel No: (012) 309 3283

**POST 32/31**

**ASSISTANT DIRECTOR: CIVIL AVIATION INDUSTRY DEVELOPMENT**

**REF NO:** DOT/HRM/2019/59

Branch: Civil Aviation

Chief Directorate: Aviation Economics and Industry Development

Directorate: Industry Development and Air Freight

Sub-Directorate: Industry Development

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Pretoria
REQUIREMENTS: An appropriate NQF Level 6 / 7 qualification in Transportation or Public Administration or Policy Development studies with a minimum of three year’s work experience in relevant field. Note: Preference will be given to the candidates with the following job knowledge: Sound understanding of civil aviation industry and government wide transformation agenda. Knowledge and understanding of Government policies, programme and priorities. Procurement experience. Research and project management. Compilation of management and technical reports and proposals. Must have knowledge of Public Finance Management Act (PFMA). Departmental procedures and prescripts. Good inter-personal relations. Organizing and planning skills. Computer literacy. Communication: verbal, liaison, presentation and strong report writing skills. Willingness to travel extensively as and when required with limited supervision.

DUTIES: Co-drive the implementation of relevant frameworks, strategies and plans for the transformation of the civil aviation industry. Provide support to both programmes and aviation flagship projects of the Branch: Civil Aviation. Co-ordinate, evaluate and report the implementation of awareness campaigns and skills development programmes. Assist through monitoring and evaluation assessments in oversighting aviation agencies of the DOT in meeting aviation transformation targets. Represent the Department at meetings, steering committee, workshops and conference on issues related to the development of aviation industry development.

ENQUIRIES: Ms T Phewa Tel No: (012) 309 3205

POST 32/32: ASSISTANT DIRECTOR: OVERLOAD CONTROL AND INTERMODAL FACILITIES REF NO: DOT/HRM/2019/60 Branch: Road Transport Chief Directorate: Road Infrastructure and Industry Development Directorate: Road Infrastructure Planning Sub-Directorate: Overload Control and Intermodal Facilities

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: An appropriate NQF level 7 in Transport Engineering / Planning/ Economic or Civil Engineering, with at least three (3) years appropriate or relevant or suitable experience. Knowledge and Skills: computer literacy, communication skills, research expertise, policy and strategy development, IT expertise, understanding of the public sector and project management.

DUTIES: Co-ordinate the management and operation of the overload control infrastructure network, maintain and update an integrated and coordinate overload control strategy, liaise with provinces to ensure coherence in National and Province Strategic Implementation, monitor and evaluate implementation of the projects and its impact on overloading, maintain records of the weighbridge network in S.A, including monitoring vehicle journeys and overload trends, development of guidelines for the improvement and development of intermodal facilities, promotion of intermodal transportation, enhancement of intermodal facilities, provide intermodal facilities data management services, handling of enquiries and dealing with various queries related to overload and intermodal facilities, provide technical and administrative support for the directorate.

ENQUIRIES: Mr S Magama Tel No: (012) 309 3990


SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A Bachelor’s degree or equivalent NQF level 7 qualification in Science / Transport / Civil Engineering and have at least three (3) years appropriate work experience. Good track record of stakeholder management and be in possession of a valid
driver’s license, must be willing to travel extensively and sometimes work beyond the normal working hours. Knowledge and Skills: Analytical, project management, presentation skills, coordination skills, planning skills and computer literacy, communication, facilitation and negotiation skills, knowledge and skill in supply chain management and the PFMA matters.

**DUTIES**
- Participate in Transport Committees and Forums, continuously monitor and evaluate progress, industry development projects and initiatives, develop and prepare memos, reports, submissions and presentations.

**ENQUIRIES**
- Mr W Shibambu Tel No: (012) 309 3243

**POST 32/34**
- **PROGRAMMER REF NO: DOT/HRM/2019/62**
  - Branch: Transport Information Systems
  - Chief Directorate: Chief Information Officer
  - Directorate: Business Systems
  - Sub-Directorate: System Analysis / Programming

**SALARY**
- R376 596 per annum (Level 09)

**CENTRE**
- Pretoria

**REQUIREMENTS**
- A recognized NQF level 6/7 in Computer Science or Information Technology or equivalent qualification with three years working experience as a Programmer.
  - Knowledge and Skills: SQL and VB/C programming, Relational database concepts, SQL server/ Oracle, Web development in html, ASP/ ASP.NET and MySQL.

**DUTIES**
- Programming and developing applications using various coding methods and computer languages such as JavaScript, ASP.net, C#, SQL, HTML, XML and open source developmental tools such as Alfresco and others. Evaluate and identify new trends, ideas and solutions. Project planning of design, program, testing and deployment of application systems. Document and keep record of all developments, plans, and solutions. Develop web application using Microsoft.net technology. Interact with backend APIs. Build up application software architecture.

**ENQUIRIES**
- Mr A Managa Tel No: (012) 309 3283

**POST 32/35**
- **OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2019/63**
  - Branch: Office of the Chief Financial Officer

**SALARY**
- R316 791 per annum (Level 08)

**CENTRE**
- Pretoria

**REQUIREMENTS**
- A recognised NQF 6 qualification in Office Management, Public Administration and four years’ experience in executive office environment. The following will serve as recommendations: Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minutes taking, report writing skills and project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.

**DUTIES**
- The Successful candidate will be responsible for providing a support service to the Deputy Director General and the Branch: Answer and record telephone calls / facsimile and email activity on behalf of the Deputy Director General as well as screen telephone calls. Ensure that the message system is updated and forward information as required. Take minutes during meetings and ensure that all logistics arrangements are adhered to. Organise meetings, strategic and business planning sessions etc. Stock refreshments supplies for the office and serve refreshments to the Deputy Director General and visitors. Attending and respond to queries from the public, stakeholders and staff members. Create a database of clients with respect to contact information, line of business and other information. Co-ordinate engagements across the whole Branch. Keep and maintain leave register. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members, Entities Boards, CEO’s and other matters. Keep a database on the Branch’s projects. Assist with the co-ordination of project reports. Co-ordinate inputs and prepare presentations for the meetings. Manage project payments. Provide secretariat support at project meetings. Perform document tracking for all correspondence and memorandums. Receive documentation, acknowledge
receipt, apply and allocate a file number, record data into computer system and file documentation within the office of the Deputy Director-General in line with the relevant policies. Co-ordinate parliamentary questions for the Branch.

ENQUIRIES : Ms M Manyasha Tel No: (012) 309 3393