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: 13 December 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable atwww.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 43/47: DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY REF NO: DOT/HRM/2019/76
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Strategy Implementation
Directorate: Rural Transport Implementation

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

REQUIREMENTS: A recognised NQF level 6/7 in Transport Planning/Economics/Transport Management plus 5 year’s relevant experience on MMS level or ASD level. Knowledge and Skills Required: Development of Public Transport strategies and implementation plans. Policy development skills are critical as well as project concept formulation. Stakeholder management with understanding of the IGR framework. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA including project management. The candidate should be willing to travel and work irregular hours.

DUTIES: Manage the implementation and maintenance of rural public transport policy, strategies and guidelines. Facilitate the development and implementation of Rural Transport Framework with provinces and district municipalities. Facilitate the integration of various forms of Non-Motorised Transport (NMT and ADCs). Conduct provincial and district municipality’s assessment and project feasibility studies. Develop institutional support framework and monitoring tools. Coordinate the development of rural transport implementation reports in provinces and district municipalities. Assist in developing strategic plan and reviews of the Sub-directorate.

ENQUIRIES: Ms. A Nchabeleng Tel No: (012) 309 3231

POST 43/48: DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOT/HRM/2019/77
Branch: Integrated Transport Planning
Chief Directorate: Business Information System
Directorate: Business Intelligence
Sub-Directorate: Knowledge Management

SALARY: R733 257 per annum (Level 11) (All-Inclusive salary package)
CENTRE: Pretoria
**REQUIREMENTS**: A recognised NQF level 6/7 in Library and Information Science or Information Management or Knowledge Management with at least 5 years relevant experience on MMS in Knowledge Management field or ASD level of which 3 year's must be supervisory experience. Note: The following serve as strong recommendations: Good projects management skills. Good communication skills (written and verbal). Ability to plan and organise.

**DUTIES**: Promote and raise awareness of knowledge management in the Department. Implement the KM Strategy. Promote the effective use of knowledge sharing tools. Manage the library. Manage the Information centre. Develop a knowledge management portal. Manage the general administration of the sub-directorate.

**ENQUIRIES**: Ms. L Kwadjo Tel No: (012) 309 3984

**POST 43/49**: ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: DOT/HRM/2019/78

Branch: Administration (COO)  
Chief Directorate: Corporate Management  
Directorate: Travel and Facilities Management

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

**CENTRE**: Pretoria


**DUTIES**: Administer Departmental registry. Review and update departmental file plan. Ensure that National Archives approve file plan amendments for the department. Manage archival, disposal and migration of documents. Assist with providing inputs to the budget of the directorate. Manage audit queries as and when received from internal and external auditors. Manage and monitor projects and contracts. Respond to enquiries and keep records of such. Ensure that messenger services are rendered effectively for the entire department. Manage departmental mail and documents circulation on a daily basis. Manage effective operation of Telephone Management System. Liaise with telecommunication service providers. Review and implement telecommucation policy and guidelines. Provide monthly reports. Manage assets of the section and Manage and supervise staff.

**ENQUIRIES**: Ms. L Mahlangu Tel No: (012) 309 3815

**POST 43/50**: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOT/HRM/2019/79

Branch: Administration (COO)  
Chief Directorate: Human Resource Management and Administration  
Directorate: Human Resource Management and Administration  
Sub-Directorate: Human Resource Administration

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised Bachelor’s degree or National Diploma in Human Resource Management/Public Management/Public Administration with at least six (6) year’s relevant experience of which three (3) year’s must be at supervisory level. Note: The following will serve as strong recommendations: Public Service Act, 1994 (as amended) and Public Service Regulation, 2016. Regulatory frameworks applicable to and impacting on personnel administration, Basic Conditions of Employment Act, PSCBC, and GPSSBC Collective Agreements, Appointments, Staff mobility, Service conditions and benefits. DPSA Determinations such as Determination on housing in the public service, Determination on Leave of Absence in the Public Service, Middle Management (MMS and Senior Management Service (SMS), Good working knowledge of PERSAL System, Pension Acts and Rules, PILIR, Core, Conflict resolution, Report writing, Problem solving and analytical thinking, Communication skills (written and verbal), Customer liaison skills, Computer literacy.
**DUTIES**

Manage and co-ordinate human resource administration matters regarding the placement of staff within the Department. Manage and administer all aspects of conditions of service by ensuring that the management of service benefits are in line with the applicable prescripts. Ensure the maintenance and control of leave records on employee’s personal files and on Persal. Develop internal controls and procedures as well as give inputs to policy development. Ensure that internal control and procedures regarding conditions of service are in place. Provide an effective information service regarding Human Resource Administration by ensuring that monthly HR statistics are available to management. Interpret Human Resource policies and prescripts. Supervise Staff and manage by providing overall supervision. Guidance and training to subordinates on all aspects of HR Administration. Manage subordinates performance and development according to PMDS.

**ENQUIRIES**

Ms N Mahlangu Tel No: (012) 309 3104