

**TRANSPORT**

***Department of Transport is an equal opportunity, affirmative action employer with clear employment equity target, 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, therefore Coloured male/ female, Indian male / female 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** : 03 April 2020.
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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 and also take a note that National School of Governance (NGS) has introduced compulsory SMS pre entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. The successful candidate 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. 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.

**MANAGEMENT ECHELON**

- POST 11/36** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE**  
**MANAGEMENT REF NO: DOT/HRM/2020/06**  
Branch: Administration: (Office of the Chief Operations Officer)  
Chief Directorate: Human Resource Management and Development
- SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree or Advanced Diploma in Human Resource Management/Public Management at NQF level 7 as recognized by SAQA and SMS pre-entry certificate plus a minimum 5 years' experience at senior Management service or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.

- DUTIES** : Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. Ensure capacity development for the transport sector by developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring 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 projected spending plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate.
- ENQUIRIES** : Adv. A Masombuka Tel No: (012) 309 3888
- POST 11/37** : **DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2020/07**  
Branch: Rail Transport  
Chief Directorate: Rail Regulation
- SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF 7 or equivalent qualifications in Transport studies as recognized by SAQA and SMS pre entry certificate plus 5 years' experience at senior management level or middle management level and experience in Rail Safety Regulation or Transport Regulatory environment. Note: The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (MFMA). Exposure to legislative drafting and implementation. Knowledge and understanding of policies and legislation pertaining to rail safety. An understanding of intergovernmental relations. Good interpersonal skills. Analytical and problem-solving skills. Excellent communication skills (written and verbal). Project management skills.
- DUTIES** : Manage the development of the Rail Safety Regulatory Environment. Evaluate the effectiveness of current policies and legislation pertaining to rail safety. Evaluate Rail Safety Standards and Guidelines developed. Analyze and advise the Minister on reports/investigations pertaining to rail safety. Coordinate rail safety initiatives between relevant stakeholders. Ensure effective implementation of the Railway Safety Regulator Act, 2002, by relevant entities. Benchmark the performance of rail entities pertaining to safety and make recommendations. Represent the Department on regional forums/structures pertaining to rail safety regulation. Manage the Directorate.
- ENQUIRIES** : Mr. N Makaepea, Tel No: (012) 309-3896
- POST 11/38** : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2020/08**  
Branch: Administration: (Office of the Chief Operations Officer)  
Chief Directorate: Corporate Support
- SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 qualification in Security Risk Management/Safety and Security Management as recognized by SAQA and SMS pre entry certificate coupled with relevant Security Management course offered by State Security Agency and SAMTRAC training certificate with 6 – 10 years security working experience of which five years must be at senior management or middle management level in practical security management and strategic leadership environment. Grade A Security Training and registration with Private Security Industry Regulatory Authority (PSIRA). Valid South African driver's licence. Experience in security management and operation measures

is required. Note: The following will serve as strong recommendations: Leadership and management experience. Knowledge of the MISS, MPSS and other relevant and applicable security legislation and regulations. Understanding of technological emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS). Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organisational relationship and conflict management skills. Detection. Analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Computer Literacy.

**DUTIES** : Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and manage security policy, administrative and organizational functions as per NKP requirements. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. 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 projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security

**ENQUIRIES** : Ms C Coetzee, Tel No: (012) 309 3493

**POST 11/39** : **DIRECTOR: INTERNAL COMMUNICATION REF NO: DOT/HRM/2020/09**  
Branch: Administration  
Office of the Chief Operations Officer

**SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to individual needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant Bachelor's degree at NQF Level 7 as recognized by SAQA and SMS pre entry certificate plus 6 - 8 years' experience of which 5 years must be at senior management or middle management level in the Public Service. Note: The following will serve as strong recommendation: Communications skills (verbal and written). Financial Management, strategic capability and leadership, people management and empowerment, project/programme management, client orientation and customer office and change management.

**DUTIES** : The successful candidate will: Manage internal communication and events services. Support the department's events and projects initiative with planning, organizational and communication strategies. Attend the department's meetings, work sessions and other official sessions as necessary or as requested. Keep staff updated with news reports and other information. Determine the methods and the most suitable media to reach internal clients. Assist with the publication of the annual report and strategic document. Establish and manage the internal communication forum. Manage online media services. Provide graphic design service, develop and manage web content. Manage document archiving that will ensure that DoT website serve as a research hub on sectors relevant to it. Manage the design of the website

content site map to ensure user-friendly navigation. Co-manage the production of all multimedia elements and upload on website. I.e. corporate video, web casts etc. Manage social media pages. Manage and control the directorate. 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. Prepare and submit implementation plans. Evaluate projected spending plans, monitor quality of work. Ensure that the monitoring and evaluation is carried out in all areas of the directorate.

**ENQUIRIES**

: Mr. C Msibi, Tel No: (012) 309 314

**POST 11/40**

: **DIRECTOR: OCEANS ECONOMY DEVELOPMENT REF NO: DOT/HRM/2020/10**

Branch: Maritime Transport

Chief Directorate: Maritime Infrastructure & Industry Development

**SALARY**

: R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to individual needs.

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A relevant Bachelor's degree at NQF Level 7 in Maritime studies, Transport Economics or Freight Logistics as recognized by SAQA and SMS pre entry certificate with five (5) years' relevant experience at senior management or middle management level in the maritime industry/Logistics and freight industry. Note: The following will serve as strong recommendation: 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 the Public Administration regulations and procedures, knowledge of South African Maritime Transport environment, strong background in Project Management, knowledge of Operation Phakisa/Ocean Economy, strong presentation skills, knowledge of international maritime Treaties/Protocols (WTO/IMO/ILO) extensive knowledge of the Port Environment and structures, system analysis and monitoring, ability to work with people, complex problem solving, judgement and decision making, computer literacy, coordinating and facilitating skills, knowledge of National Ports Act, extensive knowledge of Public Finance Management Act (PFMA). Willingness to travel and work beyond normal working hours. Act (PFMA). Willingness to travel and work beyond normal working hours.

**DUTIES**

: The successful candidate will: Manage and monitor the development, planning and execution of all Operation Phakisa. Promote economic growth in the Maritime sector and implementation of the Marine Transport and Manufacturing initiatives of the 3-foot plan, ensuring the implementation of all Operation Phakisa initiatives as well as ensure the alignment and research development of all Operation Phakisa with government strategic objectives. Manage intergovernmental relations of all departments and implementing agencies involved in the Operation Phakisa initiatives and must work with other labs within Oceans Economy must work, implement Cabotage on coastal, regional and continental waters. Facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Provide effective oversight in Maritime implementing agencies. Develop and monitor maritime service level agreements, develop charter guidelines and ensure cost effective maritime administration. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Prepare and submit implementation plans, monitor quality control of work. Ensure the compilation of the annual and monthly reports and strategic plan of the Directorate. Monitor the planning, organizing and delegation of work. Ensure that monitoring and evaluation are carried out in all areas of the Directorate. Ensure the development and monitoring of staff members. Ensure sound record management of the Directorate. Manage and direct the research development programmes to meet the organizational needs and capitalize on new potential projects.

**ENQUIRIES**

: Mr. M Madiya, Tel No: (012) 309 3329

<b><u>POST 11/41</u></b>	:	<b><u>DIRECTOR: MARITIME INFRASTRUCTURE AND FREIGHT LOGISTICS REF NO: DOT/HRM/2020/11</u></b> Branch: Maritime Transport Chief Directorate: Maritime Infrastructure & Industry Development
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Bachelor's in Maritime Studies or Maritime Transport Economics or Transport Freight Logistics at NQF Level 7 as recognized by SAQA and SMS pre entry certificate plus 5 years' experience must be at senior management or middle management level and experience in the management and regulation of the maritime transport sector/freight logistics. Note: The following will serve as strong recommendation: 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 co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes/projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Facilitating the implementation of policies and the Maritime Charter to develop Maritime industries in Ship building, Ship repair, maintenance, conversion and docking facilities in collaboration with the Department of Trade and Industry and Department of Public Enterprise, manage the DOTs relationship with Transnet facilitate implementation of intermodal strategies in the Port Environment. Manage the development of an effective productive South African port industry that is capable of contributing to the economic growth and development of the country and improve port efficiency by conducting research on supply chain logistics. Ensure that port efficiency and maritime freight logistics strategies are developed and implemented as per the DoT requirements. Manage and control the Directorate by ensuring the compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. 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 system's 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 analysis of the Ports Regulator's Annual Performance Plans and annual report.
<b><u>ENQUIRIES</u></b>	:	Mr. M Madiya; Tel No: (012) 309 3329
<b><u>POST 11/42</u></b>	:	<b><u>DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION REF NO: DOT/HRM/2020/12</u></b> Branch: Maritime Transport Chief Directorate: Maritime Policy Development
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A recognised NQF level 7 in Maritime/Shipping Law, Maritime/Transport Economics/ Maritime Studies, Policy Studies, International Law as recognized by SAQA and SMS pre entry certificate with 5 years' experience at senior management or middle management level in Maritime Industry as well as knowledge of the process for Ratification/Accession of Conventions, Drafting of legislation, Policy or Strategy Analysis and Development. Note: The following will serve as strong recommendation: Providing strong, visible and effective leadership; Experience in international Law and negotiation skills; Understanding of South Africa's role in international politics; Sound background in South African maritime transport; A clear understanding of South African maritime transport policy and the role of maritime transport in

fulfilling government's broader socio-economic issues; A clear understanding of regional and continental maritime initiatives of SADC, AU, NEPAD, UN and South Africa's position thereon; A clear understanding of the goals and priorities of government with regard to social, environmental, political and macro-economic issue: 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 co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes/projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours. A thorough understanding of the role of maritime transport in the economy; Developing and maintaining high quality relationships and engaging effectively with international, external and internal key stakeholders; Providing regular reports to applicable authority as required; the ability to write and present papers; The ability to work in a team to accomplish objectives.

**DUTIES** : The successful candidate will ensure that Maritime Policy and Legislation analysis and development are undertaken in a cooperative manner to foster greater stakeholder engagement and acceptance by: Participating in Audit compliance process in ordinance with international requirement; Ensure that the legislation is aligned to the IMO Conventions and practices; Provide guidance and adequate support for and development of the staff of the 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 branch; Develop financial reports for forecasting, trending and results analysis; Prepare and submit implementation plans; Draft legal opinion and advices to legal matters and questions referred to the Chief Directorate; Authorise expenditure; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the Directorate; Set budget levels; Monitor the planning, organising and delegation of work; Monitor, analyse & evaluate the performance of corporate communication; Ensure monitoring & evaluation is carried out in all areas of the branch.

**ENQUIRIES** : Mr D Ntuli; Tel No: (012) 309 3331

**POST 11/43** : **DIRECTOR: INDUSTRY DEVELOPMENT AND AIRFREIGHT REF NO: DOT/HRM/2020/13**  
Branch: Civil Aviation  
Chief Directorate: Aviation Economics and Industry Development

**SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An applicant should be in possession of NQF Level 7 as recognised by SAQA or equivalent qualification in transport and SMS pre entry certificate plus a minimum 6 – 10 years' relevant experience of which five years must be on senior management or middle management level. Experience in civil aviation would be an added advantage. Note: The following will serve as strong recommendation: Excellent communication (verbal and written); Understand the aviation industry transformation agenda and the airfreight logistics in the country; Sound knowledge of PFMA, Treasury Regulations and MTEF processes; Compilation of management reports; Strategic leadership and capability; Good interpersonal skills; Project and programme management; and Innovative and client orientation, action oriented and result driven.

**DUTIES** : The successful candidate will: Finalise, implement and monitor the National Civil Aviation Transformation Strategy; Develop skills pipeline through outreach programmes to entice PDI youth into pursuing careers in aviation; Develop and implement relevant frameworks to enhance airfreight logistics; Manage and evaluate the Department's aviation agencies quarterly performance with respect to agree upon transformation targets; Represent the Department at regional and international for a pertaining to civil aviation training and airfreight logistics; Participate in strategic aviation industry meetings to influence planning; Manage stakeholder queries and Parliamentary questions;

		Manage and control the Directorate by providing guidance and adequate support for development of the staff of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms T Phewa: Tel No: (012) 309 3205
<b><u>POST 11/44</u></b>	:	<b><u>DIRECTOR: RURAL TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/2020/14</u></b>
		Branch: Public Transport
		Chief Directorate: Rural and Scholar Transport Strategy Implementation
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An appropriate Bachelor Degree in the Public Transport management/Transport Planning/Transport Economics or equivalent degree at NQF Level 7 as recognised by SAQA and SMS pre entry certificate plus a minimum of five years (5) year's relevant experience at senior management or middle management An Honours and or Master's degree will be an added advantage. Note: The following will serve as strong recommendation: Development of public transport strategies and implementation frameworks, National Guidelines on Rural Transport Strategy (RTS) and Integrated Public Transport Network Plans (IPTNs). Project Management skills. Communication skills and Compilation of Management Reports. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA and have Computer literacy, the candidate should be willing to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Conduct district municipalities' Integrated Public Transport Network assessment and project viability studies. Facilitate the development of district municipalities' operational plans in accordance with the IPTNs. Develop institutional support framework and maintenance of the guidelines. Compile strategic plan and annual performance plan of the Directorate. Facilitate skills development within the directorate. Compile performance reviews and annual assessment reports of the personnel in the directorate. Manage and control the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms A Nchabeleng: Tel No: (012) 309 3231
<b><u>POST 11/45</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: DOT/HRM/2020/15</u></b>
		Branch: Administration: (Office of the Chief Operations Officer)
		Chief Directorate: Human Resource Management and Development
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A relevant undergraduate qualification at NQF Level 7 in human resource or public administration or equivalent as recognised by SAQA and SMS pre entry certificate plus five (5) years of relevant experience in Human Resource Management at a senior management or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
<b><u>DUTIES</u></b>	:	Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure strategic human resource planning by developing and implementing the Departmental HR plan and reports. Manage all the recruitment and selection processes including vacancies, adverts, applications, response handling, shortlisting, competency assessments and maintenance of the recruitment and selection database. Conduct research, develop, and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of conditions of service and remuneration of

employees. Manage the placement of staff, service benefits, PERSAL matters and service terminations. Promote and maintain sound employee relations including collective bargaining processes. Manage and control the Directorate including human and financial resources. Ensure that the Directorate complies with all the monitoring and reporting requirements, regulations, rules and lawful instructions. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan and compile the Annual Report. Ensure that relevant human resource management reports are compiled and submitted to relevant authorities. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

**ENQUIRIES** : Adv. A Masombuka, Tel No: (012) 309 3888

**POST 11/46** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DOT/HRM/2020/16**

Branch: Administration: (Office of the Chief Operations Officer)  
Chief Directorate: Human Resource Management and Development

**SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate undergraduate qualification at NQF Level 7 in Management Services, Behaviour Sciences or Humanities, Organisational Development, Work Study, Production Management or equivalent as recognised by SAQA and SMS pre entry certificate plus 5 years relevant experience at senior management or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, 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). Networking abilities, research skills, policy analysis and implementation. Willingness to travel and work beyond normal working hours.

**DUTIES** : Provide a management advisory and organisational development service to the Department. Manage the provision of job analysis and job evaluation services. Ensure the development of service delivery models and service delivery improvement plans in line with the Operations Management Framework. Develop organisational structures to suit the needs of the Department. Conduct establishment investigations to ensure that posts are correctly defined to suit the needs of the Department. Provide a procedure and method study service. Mainstream the Batho.-Pele Revitalisation Programme. Facilitate the hosting of the annual transport wards. Develop Change Management Strategy integrating People, Systems and Processes. Ensure a planned, systematic process of organisational change, based on behavioural science, organisational design, research and theory. Develop and implement change management interventions, Coordinate Departmental Team Building interventions. Provide access to Employee Assistance Programmes. Coordinate the Transport Sector HIV and AIDS strategy implementation. Develop strategies, operational plans and procedures for the implementation of employee health and wellness programmes, including but not limited to HIV and AIDS, stress, substance abuse and workplace violence. Manage and promote the Employee Health and Wellness Programme within the Department Wellness. Manage the Departmental Wellness centre. Facilitate policy workshops, awareness and educational sessions on HIV and AIDS issues. Ensure that the Department has representation in relevant national and sector Transport sector structures. Manage and control the Directorate including human and financial resources. Constantly monitor and review the impact of workplace interventions. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

**ENQUIRIES** : Adv. A Masombuka, Tel No: (012) 309 3888

**POST 11/47** : **DIRECTOR: CONTRACT AND SUBSIDY MANAGEMENT REF NO: DOT/HRM/2020/17**

Branch: Public Transport  
Chief Directorate: Public Transport Industry Development



<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Bachelor Degree at NQF Level 7 in Transport Management/Transport Planning/Transport Economics as recognised by SAQA and SMS pre entry certificate with 5 years at senior management or middle management experience. Note: The following will serve as strong recommendation: Good knowledge and experience of the public transport sector with specific focus on subsidised bus contracting; sound knowledge of the National Land Transport Act; excellent knowledge of public transport subsidisation and contracting, sound financial management, good interpersonal and people management skills, good verbal and written communication abilities, strategic capabilities and leadership abilities; excellent computer skills, project management knowledge and analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Manage the Public Transport Operations Grant and control the transfer of subsidies to provinces and ensure adherence to the Public Finance Management Act. Develop and maintain a public transport contract management system and ensure compliance by provinces. Capacitate provinces in the management and administration of public transport contract and subsidy system. Develop, maintain and monitor implementation of the public transport subsidy policy in the country. Provide guidance and adequate support to staff in the Directorate and ensure capacity development. Ensure compliance with all administrative requirements, regulations, rules and instructions and monitor compliance with governance and administrative systems. Monitor budget and expenditure. Ensure compliance with the annual performance plan and strategic plans and make inputs into the Departmental annual report.
<b><u>ENQUIRIES</u></b>	:	Mr L Manamela; Tel No: (012) 309 3638
<b><u>POST 11/48</u></b>	:	<b><u>DIRECTOR: PUBLIC TRANSPORT STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2020/18</u></b> Branch: Public Transport Chief Directorate: Public Transport Industry Development
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Bachelor Degree at NQF Level 7 in Transport Management or Public Administration or Management as recognised by SAQA and SMS pre entry certificate with 5 years at senior management or middle management experience. Note: The following will serve as strong recommendation: Good knowledge and experience of the public transport sector (bus and taxis); sound knowledge of the National Land Transport Act; ability to establish relationships with a wide variety of stakeholders, good interpersonal and people management skills, conflict resolution skills, good verbal and written communication abilities, strategic capabilities and leadership abilities; excellent computer skills, financial and project management knowledge and analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Manage public transport stakeholder engagements with specific focus on the taxi and bus sectors. Develop appropriate management strategies to effectively engage public transport stakeholders based on their needs and facilitate implementation. Coordinate and ensure improved inter-governmental relations between the different spheres of government on public transport issues in order to enhance decision-making and accountability. Facilitate and monitor industry support by the Department in the form of training and economic empowerment initiatives. Monitor and manage the assistance rendered to the sectors. Assess public transport stakeholder interests and develop measures and procedures to deal with disputes. Monitor and evaluate the implementation of these measures and procedures. Manage and control the Directorate/Section. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch.
<b><u>ENQUIRIES</u></b>	:	Mr L Manamela; Tel No: (012) 309 3638
<b><u>POST 11/49</u></b>	:	<b><u>DIRECTOR: AIRPORTS &amp; AIRSPACE REF NO: DOT/HRM/2020/19</u></b> Branch: Civil Aviation Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue

<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENT</u></b>	:	Pretoria An appropriate recognised NQF Level 7 in Public Service Administration/Public Service Management/ B Admin/BA/B Com or degree in Civil Aviation Management as recognized by SAQA and SMS pre entry certificate. Relevant experience in the field of Airports and Airspace is required of which 5 years' experience must be at senior management or middle management level. Note: The following will serve as strong recommendation: Compilation of management reports; an extensive knowledge of the Public Finance Management Act and experience in aviation Industry. Excellent management skills required.
<b><u>DUTIES</u></b>	:	Promote and coordinate the planning and development of an integrated airport infrastructure management network. Finalization and implementation of the National Airports Development Plan (NADP). Participate in fora dealing with the environmental impact on aviation infrastructure. Represent South Africa (DOT) on regional- and international airspace fora. Participate/Chair i.r.o industry Committees. Facilitation of development and the implementation of the National Airspace Master Plan, annually, if required. Implementation of the National Civil Aviation Policy (NCAP) from an Airspace Perspective. Coordination with DEA regarding the NEMA Act on airspace matters. Monitor the development of regulatory frameworks as implemented through ATNS and ACSA. Management of the Airports and Airspace Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Public Service.
<b><u>ENQUIRIES</u></b>	:	Adv. A Masombuka Tel No: (012) 309 3888
<b><u>POST 11/50</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE FINANCE (MODELLING AND ECONOMIC ANALYSIS) REF NO: DOT/HRM/2020/20</u></b> Branch: Integrated Transport Planning Chief Directorate: Modelling and Economic Analysis
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate NQF level 7 in Financial or equivalent qualification as recognized by SAQA and SMS pre entry certificate at least five years' experience at senior management or middle management level in finance environment and analysis of financial models. Note: The following will serve as strong recommendations: Strategic thinker who is able to work with individuals and teams at both executive and operational levels. Excellent communication (verbal, liaison and writing) skills. Strategic leadership and co-ordination skills. High-level ability to analyse and synthesise information and to formulate policies and strategies. Extensive knowledge of Public Finance Management Act and other related legislations and regulations. A good track record of financial projects including project finance.
<b><u>DUTIES</u></b>	:	Evaluate funding options for transport modes. Develop/recommend financial models for transport entities. Prepare and submit implementation plans for donor funding projects, oversee the receipt and spending of donor funds. Evaluate infrastructure-spending plans of the three spheres of government and transport entities. Liaise with all finance institutions stakeholders to encourage funding investment in transport projects. Consult with transport entities on their funding requirements. Undertake comprehensive benchmark studies where required. Develop optimum capital structures and determine the optimal size and capacity of organization that are responsible for transport infrastructure spending. Assess whether infrastructure spending by the sphere of government and transport public entities are spent optimally and advises as and when necessary. Oversee the preparation of working papers and approved budgets for infrastructure spending needs in the transport sector. Ensure that infrastructure expenditures are monitored and that reports are prepared to maintain balance accounts.
<b><u>ENQUIRIES</u></b>	:	Mr M Ngcamu, Tel No: (012) 309 3693
<b><u>POST 11/51</u></b>	:	<b><u>DIRECTOR: ROAD FUNDING AND ECONOMIC REGULATIONS REF NO: DOT/HRM/2020/21</u></b> Branch: Road Transport Chief Directorate: Road Infrastructure and Industry Development

<b><u>SALARY</u></b>	:	R1 0 57 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Bachelor of Commerce degree in Financial Management, Transport Economics or Accounting at NQF Level 7 as recognized by SAQA and SMS pre entry certificate. A postgraduate degree will serve as a strong recommendation. The incumbent should have at least 6 – 10 year work experience of which 5 years must be at senior management or middle management level. Note: The following will serve as strong recommendation; Understanding of relevant prescripts, economic regulatory and policy development skills. Analytical and problem-solving skills. Strategic capability and leadership. Communication skills. Client orientation and customer focus. Must be willing to travel extensively and work irregular hours. Computer applications and working with large database files; appropriate work experience and knowledge of Public Sector funding administration and Roads Regulatory Environment. Must have knowledge of Economic regulations; Financial, Strategic, People, Change, and Project Management. Knowledge of Public Finance Management Act, DORA National Treasury Regulations and Government Processes. Knowledge in Management Systems Implementation; Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage economic regulatory framework and policy for the roads sector. Manage and control road funding and the transfers to Road Agencies, Provinces and Municipalities and ensure compliance to Treasury processes and prescripts. The incumbent will be expected to take overall responsibility for verification that all projects are registered on the Government Information Systems i.e. the IRM, the QPR & the EPWP MIS .Monitoring, evaluation and reporting on progress and expenditure received from the monthly IRM, QPR & EPWP MIS for all registered projects. Must be able to contribute/participate in the development of institutional, legal and economic regulatory framework for roads, freight and cross boarder activities. Conduct risk-profiling exercises to identify and sample the list of projects for physical inspections and/or further investigations on an on-going basis. Monitoring and evaluation of data to determine unit costing and budgets to implement future projects. Develop sound financing strategies, options and models for road infrastructure financing. Develop, maintain and update infrastructure-funding models in collaboration with all three spheres of government. To increase the scope of private involvement in infrastructure development. Develop multimodal policy and investment assessments tools. Maintain effective liaisons with stakeholders. Manage and control the directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. W Maphakela Tel No: (012)3093519 or Mr. L Malapane Tel No: (012)3093543
<b><u>POST 11/52</u></b>	:	<b><u>DIRECTOR: ICT INFRASTRUCTURE REF NO: DOT/HRM/2020/22</u></b> Branch: Transport Information Systems Chief Directorate: Chief Information Officer
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.
<b><u>REQUIREMENTS</u></b>	:	An appropriate Information Technology at NQF Level 7 as recognized by SAQA and SMS pre entry certificate at least six-ten (6-10) years' extensive experience in ICT environment of which 5 years must be at senior management level or middle management level. Note: The Following will serve as strong recommendations: Ability to liaise with people at all levels. Extensive experience in management of IT operations which include desktop support LAN/WAN support, serve administration, IT systems security in Microsoft, Novell and open source environments; Experience in management of vendors and service level. Report and systems documentation writing skills; Keen interest in Open Source software. Understanding of the role of IT as a strategic resource to improve service delivery.
<b><u>DUTIES</u></b>	:	Manage the ICT Infrastructure Directorate, its administration, human resource and budget. Manage the ICT maintenance and upgrade of IT infrastructure. Manage Service Level Agreement with Internal Stakeholders and Contract Management with Service Providers. Manage the development and implementation of IT policies, procedures, disaster recovery/backup and virtualization strategies. Ensure quality of service in terms of agreed standards. Advise the Chief Information Officer on critical IT intervention measures on business.

- ENQUIRIES** : Mr B Didiza, Tel: (012) 309 3593
- POST 11/53** : **DIRECTOR: BUSINESS SYSTEMS REF NO: DOT/HRM/2020/23**  
Branch: Transport Information Systems  
Chief Directorate: Chief Information Officer
- SALARY** : R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the Individual's needs.
- REQUIREMENTS** : An appropriate in Information Technology Systems/Analysis at NQF Level 7 as recognized by SAQA and SMS pre entry certificate at least six-ten (6-10) years' extensive experience in ICT environment of which 5 years must be at senior management or middle management level. Note: The Following will serve as strong recommendations: Ability to liaise with people at all levels. Extensive experience in management of ICT operations, which include system analysis, Programming and Application development. Experience in management of contracts. Report and systems documentation writing skills; Keen interest in Open Source software. Understanding of the role of IT as a strategic resource to improve service delivery.
- DUTIES** : Align the Department's Information and Communication Technology (ICT) strategy (as enabler) with the strategic direction, management plan and business process of the department. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the department. Development and annual business plan and operating budget for the directorate and monitor the implementation of these to ensure that business and financial target are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Ensure effective development and maintenance of various systems and aligned to the approved architecture. Ensure effective development and maintenance of various systems. Management's contracts. Promote effective management of information and communication technology as enabler as strategic resources. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Represent the Department at the relevant committees. Advice the Chief Information Officer on critical IT innervations measures in business.
- ENQUIRIES** : Mr B Didiza, Tel No: (012) 309 3593