

DEPARTMENT OF TRANSPORT

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, 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 or Use the Following email address, Recruitment@dot.gov.za
- CLOSING DATE** : 04 September 2020
- 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 candidate must be willing to sign an oath of secrecy with the Department and 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. All shortlisted candidates for SMS 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 also take a note that National School of Governance (NSG) 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/>. 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. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 20/84** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/ HRM/2020/29**
Branch: Administration, CFO
Chief Directorate: Financial Administration and Supply Chain Management
- SALARY** : R1 251 183 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor Degree or National Diploma in Accounting at NQF level 7 as recognised by SAQA and SMS pre entry certificate plus a minimum of 5 year's relevant experience at senior management level. Knowledge: PFMA, Treasury Regulations, PPPFA, Modified Cash Standards, Generally Recognised Accounting Practice and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Further, he or she must have analytical, problem solving, excellent communication (verbal and written), interpersonal, organisational, leadership, supervisory, people management and financial skills. Willingness to work beyond normal working hours.
- DUTIES** : Compile Annual Financial Statements and Interim Financial Statements and provide financial information for inclusion in Annual Reports. Monthly review and sign off financial records and monthly reports. Ensure the maintenance of

accurate and complete financial and procurement records. Implement the Loss Control Policy and oversee the write off and recovery of losses. Maintain a register of fruitless and wasteful expenditure and ensure that debts are taken on where appreciated. Ensure that bidding and quotation processes comply with the legislative frameworks. Oversee the maintenance and development of relevant Financial and Supply Chain Management policies, procedures and delegations and the implementation thereof, and issue circulars to address internal control weaknesses where necessary. Oversee risk management processes and the development of risk mitigation plans pertaining to the areas of Financial Administration and Supply Chain Management. Ensure that payments are made on time and that systems are in place to track payments. Attend Bid Adjudication Committee meetings and provide advice on the regulatory environment of Supply Chain Management. Ensure that a Procurement Plan, aligned to budgeted projects and the Annual Performance Plan, is compiled annually and revised when necessary and that procurement is done in line with the Procurement Plan. Oversee the maintenance of an asset register and regular reconciliations of the asset register between BAS and LOGIS. Oversee contract management and related reports to stakeholders. Maintain a register of irregular expenditure and facilitate actions to be taken to resolve cases of irregular expenditure. Manage and control the Chief Directorate.

ENQUIRIES : Ms D Mabula Tel No: (012) 309 3712

POST 20/85 : **CHIEF DIRECTOR: PUBLIC TRANSPORT REGULATION REF NO: DOT/HRM/2020/30**
Branch: Public Transport
Chief Directorate: Public Transport Regulation

SALARY : R1 251 183 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of a Bachelor Degree in Law, Transport Economy, Transport Planning, BSc Engineering or equivalent qualification at NQF 7 as recognized by SAQA and SMS pre entry certificate plus 6 to 10 year's relevant experience at senior management. Honours/Masters (NQF level 8) Degree will be an added advantage. Note the following will serve as strong recommendations: Extensive experience in compilation of management reports. Knowledge and understanding of government's priorities. High-level ability to analyse and synthesise information and to formulate policies, strategies and positions. Extensive knowledge of public finance management systems and legislation in Government. Sound knowledge of Government protocol, processes and regulations. Project Management skills and analytical abilities. Excellent liaison and communication skills. Willingness to travel extensively and work beyond normal working hours.

DUTIES : Manage the development, maintenance and implementation of national land transport policy, legislation and regulations. Develop guidelines and standards in relation to the National Land Transport Act (NLTA). Monitor and oversee public transport in South Africa and activities of provincial regulatory entities and municipalities in relation to the Board's mandate. Coordinate the establishment and effective operations of the Provincial Regulating Entities and Municipal Regulating Entities. Manage the maintenance of transport appeal tribunal Act. Coordinate and manage the public transport management system. Gather and coordinate data relating to public transport in all spheres of government. Provide guidance and assistance to the Provinces and Municipalities with the implementation and usage of the public transport information system. Manage and control the Chief Directorate.

ENQUIRIES : Adv. J Makgatho Tel No: (012) 3280

OTHER POST

POST 20/86 : **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY REF NO: DOT/HRM/2020/31**
Branch: Chief Operations Officer
Chief Directorate: Human Resources Management and Development
Directorate: Organisational Development and Change Management
Sub-directorate: Employee Health and Wellness

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 6/7 qualification in Safety Management or equivalent qualification (SAMTRAC+ IT IS), NOSA with at least 3 year's relevant experience. Proven experience in practical application of safety management systems with a government-building environment would be an added advantage. Knowledge and Skills: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its Regulations and safety national standards and codes. Good Interpersonal relations and communication skills (written and verbal). Analytical thinking, decision making and motivational abilities. Computer literacy.
- DUTIES** : The Successful Candidate will: Research, develop and constantly review Occupational Health and Safety (OHS) Policy, procedures and standards. Continuously monitor compliance with OHS policy. Coordinate appropriate training for all OHS officials (OHS representatives, First Aiders, etc.). Arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff. Constantly monitor and evaluate OHS knowledge, skills and compliance amongst employees and initiate training interventions. Identify hazards and potential major incidents in the Department. Conduct comprehensive Hazard identification and Risk Assessment at the department on an annual basis. Undertake routine inspections and observations in respective work areas to monitor compliance with or violation of safety regulations, codes and standards. Investigate all SHERQ-related incidents and accidents at the workplace, report some to relevant authorities maintain accurate records thereof and initiate appropriate actions to prevent recurrence. Conduct health and safety risk assessment in the Department's building. Evaluate and analyse possible risk factors that may impact the organization in terms of Environmental, health, safety and risk. Participate in employee health and wellness programme including lifestyle campaigns and other events and projects.
- ENQUIRIES** : Ms V Sibeko Tel No: (012) 309 3868