

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 email to: Recruitment@dot.gov.za.
- CLOSING DATE** : 11 December 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. All shortlisted candidates 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 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/>. 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. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 27/155** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2020/47**
Branch: Administration (Office of the Chief Operations Officer)
- SALARY** : R1 521 591 per annum (Level 15) (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 Management or Human Resource Management/Law degree/International relations/Communication at NQF level 7 or B Com qualification and a post graduate qualification on NQF level 8 as recognized by SAQA and SMS pre-entry certificate with at least 8 to 10 years' relevant experience at a Senior Management level. 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).
- 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

POST 27/156

: **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2020/48**

Branch: Administration (Office of the Chief Operations Officer)

Chief Directorate: Human Resource Management and Development

SALARY

: R1 251 183 per annum (Level 14). (All inclusive- salary package) of which 30% can be structured according to individual needs.

CENTRE REQUIREMENTS

: Pretoria (Head Office)

: A recognised NQF level 7 in Business Management /Management Services or A Bachelor's in Public Administration/Management or Bachelors in Human Resource Management or equivalent qualifications as recognised by SAQA and SMS pre-entry certificate programmes as prescribed by government. A minimum 6-10 years relevant experience at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Minimum Information Security Standards (MISS), 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 : Adv. Adam Masombuka Tel No: (012) 309 3888

POST 27/157 : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2020/49**
Branch: Office of the Director-General
Chief Directorate: Public Entity Oversight

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised NQF level 7 in Transport Economics, Transport Planning, Public Administration or equivalent qualification as recognized by SAQA and SMS pre-entry Certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognised NQF level 8 will be added advantage. Note: The following will serve as a recommendation: Excellent communication skills, High-level ability to analyse and synthesis information and to formulate policy and strategy, Analytical abilities, excellent liaison skills, Sound knowledge of the PFMA, Treasury Regulations and MTEF processes.

DUTIES : The successful candidate will: Manage and coordinate the departmental Public Entities Corporate Governance and ensure compliance and ensure compliance to Performance and Financial requirements across the four modes of transport. Provide public entity corporate governance advisory services by facilitating the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities by ensuring the alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor compliance with PFMA and / or agency's enabling legislations, regulations and policies. Ensure compliance of Public Entities with financial requirements by coordinating, analysing and reporting on the financial information and performance according to the strategic / corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Oversee effective Stakeholder Relation by managing and coordinating stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Serve as a point of contact between the Department and Public Entities. Manage stakeholder queries and Parliamentary questions. Manage and control 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, 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 implementation plans. Ensure the compilation of the annual report and strategic plan for the Chief Directorate.

ENQUIRIES : Mr Z. Thwala Tel No: (012) 309 3176

POST 27/158 : **CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2020/50**
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Policy and Strategy Development

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised NQF level 7 in Transport Economics/Transport Management with Engineering or Project Management as recognized by SAQA and SMS pre-entry Certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognised NQF level 8 will be added advantage. Note: The following will serve as a recommendation: Compilation of management reports. Sound Knowledge of Public Finance Management (PFMA). Excellent communication skills (verbal and writing).

DUTIES : The successful candidate will: Develop Policy and Strategy for the development of rail industry in South Africa. Coordinate and maintain the implementation of new and amended policy and strategy. Put in place capacity development. Manage the development and implementation of rail economic regulation framework by providing advice in the development and implementation of economic regulation framework. Coordinate a rail environment to attract private sector. Manage the development of rail transport safety and security and develop operational standards and guidelines for safety by developing, implementing and maintaining rail traffic signal. Develop operational standards and guidelines for rail traffic. Develop the use of technology in rail safety and security. Manage and control the chief directorate by establishing and maintaining good 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 strategic plan of the chief directorate.

ENQUIRIES : Adv. Adam Masombuka Tel No: (012) 309 3888

OTHER POST

POST 27/159 : **ASSISTANT DIRECTOR: IT AUDI: REF NO: DOT/HRM/2020/51**
Branch: Office of the Director-General
Chief Directorate: Internal Audit and Fraud Investigations
Directorate: Internal, Performance and IT Audits
Sub-Directorate: IT Audit

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 years National Diploma or Bachelor's Degree in Information Systems or Internal Auditing or equivalent at NQF level 6/7 as recognised by SAQA plus three (3) years relevant experience. Registration for a Certified Information System Auditor (CISA) qualification and membership of Information Systems Audit and Control Association (ISACA) would serve as an added advantage. Knowledge, Skills and Abilities: IIA standards, ISACA standards, Public Service corporate Governance of Information and Communication Technology Policy Framework, COSO, ISO, ITIL / ISO 20000 IT Service management, ISO 9001 Quality management, COBIT and KING III requirements for IT Governance, CMMI-DEV, ISO 12207 Software Development Life Cycle Processes, PRINCE2 Project management methodology, PMBOK, ISO 10006 (Guidelines for quality management in Projects), ISO 27001 (Information Security Management), ISO 9126 (Software Engineering Product Quality), ISO 12119 (Information technology – Software packages - Quality requirements and testing); and appropriate IEEE standards for Software Quality Assurance and Testing. The following will serve as recommendations: substantial experience in IT Audit and Internal Audit or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, IT Security Qualification, Data Analytics Qualification, understanding of performance management system would be advantageous, knowledge of the public service and applicable legislation, management experience, attention to detail, excellent verbal, liaison and writing communication, planning and coordinating skills, good problem solving and presentation skills, willingness to work irregular hours.

DUTIES : Planning IT Audits, executing IT Audits, Reporting on IT Audit projects, follow up on implementation of IT general controls and application review audit findings, participate in the development of the annual IT audit operational plan, perform engagements plans that include engagement's objectives, scope, timing, and resource allocation, perform the execution of audit projects as per annual operational plan, perform engagement of work programs, compile draft IT reports for review by supervisor, ensure that audit communications are accurate, objective, clear, concise, constructive, complete and timely, provide

ENQUIRIES

input in the development of the annual audit opinion report, update findings tracking report in relation to IT general controls and application controls audit findings, provide assistance in the compilation of all required administrative reports, maintain good stakeholder relationships with all relevant stakeholders.
Ms M Kgwadi Tel No: (012) 309 3950