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

26 February 2021

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 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 05/117

DEPUTY DIRECTOR: BEE SPECIALIST FOR IMPLEMENTATION, MONITORING AND EVALUATION

REF NO: DOT/HRM/2021/06

(Branch: Integrated Transport Planning)

(Chief Directorate: Modelling and Economic Analysis)

(Directorate: Black Economic Empowerment)

(Sub-directorate: Implementation, Monitoring and Evaluation)

SALARY

R869 007 per annum (Level 12) (All-inclusive salary package)

CENTRE

Pretoria

REQUIREMENTS

An applicant must have a recognised NQF Level 6/7 in B Com Degree, Transport Planning and Transport Economics with five year’s relevant experience at MMS / Assistant Director Level. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislations and policies. Understanding of Corporate Governance. PFMA, EEA, PPPFA, SDA. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal and People Management. Leadership qualities. Pay attention to details. Apply systematic approach. Ability to work under pressure. Good verbal and written communication. Excellent computer skills. Project Management as well as above average analytical skills.

DUTIES

The Incumbent will: Manage staff by performing supervisory and leadership role. Making sure that both Public and Private Sector deliver on the Transport Sector B-BBEE Charter. Assist in the collation and collection of information related to key BEE Performance Indicators. Communicate Public and Private Sector B-BBEE scorecards. Monitor progress of the charter by Public and Private Sector. Develop systems that will assist implementation. Monitoring and evaluation of Public and Private Sector scorecards targets and weightings. Help to analyse B-BBEE trends in the Transport Sector (Public and Private Sector) through research, surveys and analysis of B-BBEE verifications certificates from Transport Entities. Provincial Stakeholders at large. Advise the Department about B-BBEE non-compliance. Constantly interact with the institutions like Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises and Financial Institutions. Provide administrative support for B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders meetings etc.). She/He must be willing to work under pressure, long hours and do intensive travelling.
ENQUIRIES: Mr. M Sikhudo Tel No: (012) 309 3014

POST 05/118: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS (PMDS) REF NO: DOT/HRM/2021/07
(Branch: Administration, Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management & Development)
(Sub-directorate: Performance Management and Development Systems)

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a three-year Degree/National Diploma in Human Resource Management, Management or Public Administration recognised at NQF level 6/7 with 3 years relevant experience in the PMDS field. The following will serve as strong recommendations: Knowledge of the Public Service Regulations, thorough knowledge and application of PMDS Directives, prescripts and Collective Agreements on the PMDS and PFMA knowledge; PERSAL knowledge; excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills, problem solving, time management, planning, coordination and organizational skills; computer literacy skills (MS Office, Word Excel).

DUTIES: Management and coordination of the effective implementation of the Performance Management System in the Department; Facilitate the quality assurance of all the PMDS reports and provide guidance on the application of PMDS; Manage, file and analyse data on performance agreements/reviews and appraisals concluded to produce statistical information and management reports; Facilitate the various Moderating Committee meetings and logistics; Conduct PMDS workshops; Provide secretarial services during PMDS moderation meetings/related; Assist in the development/review of PMDS policies; Participate in the development of Sub-Directorate Business/Operational Plans; Communicate notices and guidelines on latest developments in performance management; Provide technical advice to all Staff; Ensure Department complies with related PMDS prescripts; Supervise and mentor officials, including Interns in the PMDS sub-directorate.

ENQUIRIES: Ms Refilwe Mashamaite, Tel. No: (012) 309 3225

POST 05/119: SENIOR ADMINISTRATION OFFICER REF NO: DOT/HRM/2021/08
(Branch: Integrated Transport Planning)
(Chief Directorate: Modelling and Economic Analysis)
(Directorate: Black Economic Empowerment)
(Sub-directorate: Transport Economic Regulation)

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: An applicant must have a recognised NQF Level 6/7 in B Com Economics or Business Administration or Transport Logistics and Transport Economics. Must have a minimum of 3 years practical knowledge of economic regulation. The following will serve as strong recommendations: Understanding of economic regulation theories, principles, models, framework and practices. Must be knowledgeable about institutional arrangements of economic regulatory authorities. Understanding of corporate governance, PFMA etc. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction and management skills. Display Interpersonal and People’s Management skills and leadership qualities. Pay attention to details. Be methodical yet systematic approach. Ability to work under pressure. Demonstrate very good verbal and written communication as well as provide co-ordination skills. Excellent computer skills. Project Management and above average analytical skills.

DUTIES: Assists with the establishment of the Single Transport Economic Regulator. Conduct appropriate research of economic regulation. Ensure to develop and implement economic regulation frameworks. Provide administration support to the project management team of the single transport economic regulator and directorate. Arrange meetings, seminars and workshops of the directorate and build partnership state-owned-enterprises and other stakeholders within the
economic regulation environment. Must be willing to work under pressure and willing to work long hours.

ENQUIRIES: Mr. M Sikhudo Tel No: (012) 309 3014