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

09 April 2021

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 post. All shortlisted candidates for 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 (NGS) has introduce 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.

OTHER POSTS

POST 10/74

ASSISTANT DIRECTOR: VEHICLES TESTING REF NO: DOT/HRM/2021/24
(Branch: Road Transport)
(Chief Directorate: Road Regulation)
(Directorate: Compliance)
(Sub-directorate: Vehicle Testing)

SALARY

R470 040 per annum (Level 10)

CENTRE

Pretoria

REQUIREMENTS

Recognised NQF level 6 / 7 bachelor of Administration in Licencing Practice or Transportation Management, Examiner of Vehicles diploma or equivalent Auditing qualification with at least 3 years relevant experience. A valid un-endorsed code B or EB driving license. Note the following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act 93 of 1996 and its Related Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Vehicle Testing. Extensive knowledge of the role and duties of the Inspectorate Vehicles Testing Stations. Computer Literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Willingness to travel and work irregular hours.

DUTIES

Conduct inspections on the evaluation of standards at new and existing vehicle testing stations as performed by the SABS. Conduct inspections on the evaluation of VTS personnel. Perform office management including responding to queries, writing reports and submissions, updating of records. Conduct information sessions to stakeholders. Participate in Technical Committees and working groups.
ENQUIRIES : Ms L Botma Tel No: (012) 309 3763

POST 10/75 : SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2021/25
(Branch: Office of the Director General)
(Chief Directorate: Internal Audit and Forensic Investigations)
(Directorate: Internal, Performance and IT Audit)
(Sub-directorate: Internal Audit)

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : NQF Level 6 / 7 in Internal Auditing / Auditing qualification with 3 years internal
Audit experience plus the following key competencies: Knowledge of the
Treasury Regulations and Public Finance Management Act (PFMA).
Knowledge of the international standards for the Professional Practice of
Internal Auditing and Code of Ethics. Analytical skills. Good interpersonal and
communication skills (both written and verbal).

DUTIES : Give inputs in the preparation of operational plans. Minutes of the meeting
properly taken and kept. Development of system descriptions. Compile risk
matrix, identify new risks and evaluating internal controls for adequacy and
effectiveness. Confirm validity existence of risks with clients for individual
projects. Draw audit programme. Executive audit programmes. Compile audit
working papers and file audit evidence. Document audit findings, audit findings
properly documented and substantiated. Working papers properly referenced.
Conduct follow-up audits (plan, execute and report). Ad-hoc Audits perform
audits as per client’s request. Prepare record of audit findings. Conforms to IIA
standards and prescribed formats. Discussion of audit findings with client.
Prepare time sheet and time analysis and open manual audit file all audit
documentation.

ENQUIRIES : Ms M Sepogwane Tel No: (012) 309 3336