ANNEXURE H

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. (Applicants are encouraged to send one document when they apply i.e. Z83, CV, ID and qualifications)

CLOSING DATE: 13 April 2021

NOTE: Applications must be accompanied by new Z83 form, 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 11/74: DEPUTY DIRECTOR: INCOME AND EXPENDITURE REF NO: DOT/HRM/2021/26
(Branch: Chief Financial Officer)
(Chief Directorate: Financial Administration and Supply Chain Management)
(Directorate: Financial Administration)
(Sub-directorate: Income and Expenditure)

SALARY: R733 257 per annum (Level 11), (All Inclusive Salary Package)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s Degree/Diploma in Financial Accounting with at least seven years Financial Management experience in Government Accounting of which five years should be at Assistant Director Level. Good Knowledge and experience in Income and Expenditure Management, working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and The Treasury Regulations, Intermediate MS Excel skills, Excellent interpersonal and communication skills (verbal and written), Sound Mathematical and Accounting skills, Planning and Organizing skills, Management and Leadership skills and Decision-making skills.
DUTIES: Implement departmental accounting policies, procedures and processes. Manage the issuing, recording, reconciliation, replenishment, safeguarding and accounting of petty cash. Manage the payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that
supplier payments are processed within 30 days. Manage receivables due to the department, including the recording, collection, banking and write-off of irrecoverable amounts. Perform general ledger reconciliations, including bank, suspense and interdepartmental accounts. Manage the BAS interface exceptions. Perform the month end and year-end accounts closure process. Provide accounting and financial information and advice. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and guidelines. Institute and review internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income and Expenditure.

ENQUIRIES: Mr. J Nel Tel No: (012) 309 309 3627

POST 11/75: ASSISTANT DIRECTOR: DRIVING STANDARDS REF NO: DOT/HRM/2021/27
(Branch: Road Transport)
(Chief Directorate: Road Transport Regulation)
(Directorate: Road Traffic Legislation and Standards)
(Sub-directorate: Driving Standards and Driving School Industry)

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: NQF Level 6/7 qualification in Road Traffic Management/ Public Administration/ Public Management, with 3 years’ experience and 2 years must be with the Roads Environment. Knowledge and understanding of government policies, programmes and priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills, excellent interpersonal skills, proven planning, organising and project management skills. Candidate must have excellent verbal and written communication skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer), The ability to work accurately and independently. Candidate must also have sound interpersonal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports and submissions are essential. Candidate have to be in possession of a driver’s license. Note: The following will serve as strong recommendation: knowledge of National Road Traffic, 1996 (Act No.93 of 1996) and all other road traffic related legislations, i.e. AARTO Act. Knowledge of the K53 Practical driving test manuals for motor vehicles; input in the development of driving licence regulatory framework. Willingness to travel and work extended hours.

ENQUIRIES: Mr. L Modisane, Tel No: (012) 309 3158

DUTIES: Formulating the driving schools/ organisation, data base, registration and grading minimum requirements, formalize and regulate the driving training industry/ driving schools or institutions. Attend all driving training and license related meeting, seminars committee, forums, etc. Liaison with other driver training facilitation stakeholders, e.g Transport SITA/TETA. Evaluation of the driver training instructor as per the legislation and training requirements. Evaluate the instructor’s knowledge and driver training methods. Advice instructors with regards to driver training skills improvement and development. Assist with the facilitation of workshops to discuss the development of standards and guidelines of driving schools. Assist with the draft of guidelines into legislation. Prepare detailed reports and submissions to the DD, Director/CD. Assist with the implementation of the National Road Traffic Legislation, relating to driving standards and all of the road traffic related legislation. Assist in the development and implementation driver related interventions to enhance improved road safety, development of submissions, inputs and comments on proposed Road Traffic Legislation dealing with driving standards with Government Departments, Provincial Departments, any Agency of the Department, Local Authorities and role-players. Assist in the processing of any request concerning proposal on driving standards or amendments to existing driving standards. Attend to all enquiries as well as correspondence in relation to driving standards and legal requirements. Harmonisation of the Driving Standards and requirements within the SADC, COMESA and EAC.
POST 11/76: ASSISTANT DIRECTOR: INCOME AND EXPENDITURE
REF NO: DOT/HRM/2021/28

(Branch: Chief Financial Officer)
(Chef Directorate: Financial Administration and Supply Chain Management)
(Directorate: Financial Administration)
(Sub-directorate: Income and Expenditure)

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

REQUIREMENTS: A three-year Bachelor Degree in Financial Accounting with at least five years Financial Management experience in Government (of which three years should have been at a supervisor level). Good knowledge and experience Income and Expenditure Management, working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and Treasury Regulations, Computer Literacy with MS Word and MS Excel, Excellent interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, Planning and organizing skills, Management and leadership skills, Decision making skills.

DUTIES: Implement departmental accounting policies, procedures and processes. Payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Maintain general ledger accounts, including: suspense and interdepartmental accounts. Resolve BAS interface exceptions. Assist with the month-end and accounts closure process. Provide accounting and financial information. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and guidelines. Institute internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income and Expenditure

ENQUIRIES: Mr. J Nel Tel No: (012) 309 3627