ANNEXURE L

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. Note: email applications must be sent as one attachment.

CLOSING DATE : 23 April 2021

NOTE : Applications must be accompanied by new Z83 form, 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 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.

ERRATUM : Kindly note that the requirements of the following post have been amended Assistant Director: Income and Expenditure Ref no: DOT/HRM/2021/28 A three-year Bachelor Degree / Diploma in Financial Accounting with at least five years Financial Management Experience in Government (of which three years must be at a supervisor level) advertised in public service vacancy circular 11 dated 26 March 2021 closing date 13 April 2021. The closing date has been extended until 23 April 2021.

MANAGEMENT ECHELON

POST 12/33 : DIRECTOR: STRATEGIC PLANNING & MONITORING REF NO: DOT/HRM/2021/30
(Branch: Office of the Director-General)
(Chief Directorate: Strategic Planning & Cluster Coordination)
(Directorate: Strategic Planning and Monitoring)

SALARY : R1 057 326 per annum (Level 13) (All Inclusive Salary Package) of which 30% can be structured according to individual needs

CENTRE : Pretoria

REQUIREMENTS : A relevant NQF level 7 in Strategic Planning / Public Management / Public Administration as recognized by SAQA and SMS pre-entry certificate coupled with five years’ experience on MMS level in Strategic processes. Note: The following will serve as a strong recommendation: Project management and financial management skills, Knowledge of and experience in governance
issues and report writing at corporate level, Working knowledge of the Governmental Planning cycle (MTEF and Strategic Planning), Reporting and Monitoring and Evaluation (M&E), Analytical thinking and problem-solving abilities, Innovative and customer-focused, action and orientated and results driven, Computer skills including business software such as project management tools, spreadsheet, PowerPoint and editorial skills will be an advantage, Strong leadership and management capabilities and the ability to work under pressure, and to solve problems, Good organizational, administrative and co-ordination skills, Good interpersonal and stakeholder liaison as well as communication (verbal and written), Willingness to Travel and work beyond normal working hours.

**DUTIES**

The successful candidate will: Provide overall management and leadership to the Directorate and perform Strategic Planning and Monitoring, and perform the following key functions: Develop the Annual Strategic and Performance Plans for the Department. Facilitate development of performance agreements and operational plans for business unites in the Department. Coordinating Departmental Strategic Planning Session and participate in Branch Strategic Planning sessions. Coordinate and collate quarterly reports (w.r.t. strategic Planning and Annual Performance Plans (APPs). Conduct Strategic analysis and annual strategic review in the context of both Government and the Department’s commitments. Develop, maintain and update the strategic information between the Department and its Entities for planning purposes. Co-ordinate the allocation and dissemination of information with respect to Monitoring and Evaluation Tools (including impact assessment), and Reporting Systems. Manage and respond to Audit queries, collate data for performance audits and document management of such. Ensure continuous improvement of performance information data and provide necessary support to Branches. Develop the Annual Report for the Department. Printing of the Strategic Plan, APP’s and Annual Report. Provide strategic support to the Office of the Director-General (with reference to Strategic Planning and Annual Report). Manage and follow-ups on matters that they have bearing on strategic mandate and/or objectives of the Department. Generate monthly/quarterly progress reports of the directorate. Manage human and financial resources and compile monthly budget reports for the Directorate.

**ENQUIRIES**

Mr. Bosa Ramantsi Tel No: (012) 309 3288

**POST 12/34**

**DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRM/2021/31**

(Branch: Administration (Office of the CFO)

(Chief Directorate: Budget and Compliance)

(Directorate: Internal Control and Compliance)

**SALARY**

R1 057 326 per annum (Level 13), (All Inclusive Salary Package) of which 30% can be structured according to individual needs.

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant NQF level 7 in Financial Administration and an honours degree in Commerce or Auditing would be an advantage as recognized by SAQA and SMS pre-Entry certificate / Certified Internal Auditor or studying towards the achievement and at least 5-8 years’ experience of which five years’ experience as internal control practitioner and at least five years’ experience on a middle management level. Note: Required knowledge, experience and skills: Sound knowledge of Government Processes. Excellent knowledge of the PFMA, Treasury Regulations and MTEF processes, Auditing knowledge, ability to analyses and synthesize information, Ability to interact at executive level, Sound knowledge of Internal Control Framework, Communication skills (verbal and written), Advanced project management, Advanced computer skills, the candidate must be willing to work beyond normal working hours and travel from time to time.

**DUTIES**

The incumbent will be expected to take overall responsibility to: Implement and maintain internal control systems and processes. Maintain formal process for dealing with irregular, unauthorised, fruitless and wasteful expenditure. Develop and review financial policies. Manage internal and external audit queries and reports. Present action plans to address audit queries/ control weaknesses to the Audit Committee and Executive Committee. Review and analyse reports from Office of the Auditor- General, Internal Audit Unit, Investigation and any other professional institution for finings relating to the internal control systems. Compile Annual and Business plans for the
Directorate. Provide the Directorate annual performance plan information for incorporation in the annual report. Manage the Human Resource.

ENQUIRIES
Mr Makoto Matlala Tel No: (012) 309 3727.

OTHER POSTS

POST 12/35
DEPUTY DIRECTOR: SERVER ADMINISTRATION
REF NO: DOT/HRM/2021/32
(Branch: Transport information Systems)
(Chef Directorate: ICT Architecture & Operations)
(Directorate: ICT Infrastructure)
(Sub-Directorate: Server Administration)

SALARY: R733 257 per annum (Level 11)
CENTRE: Pretoria

REQUIREMENTS:
An appropriate NQF level 6/7 in Information Technology or Computer Science and at least 5 years working experience at Assistant Director Level in ICT environment. Note: The following will serve as strong recommendations:
Experience of data centers including experience in installing VMWare products ESX, ESXi, vSphere and vCenter. Experience in management of GroupWise and MS Exchange email systems. Thoroughly understanding of network storage technologies, including administration of enterprise SAN, FC and Storage switches. Detailed knowledge of and experience with enterprise-class and mid-range disk arrays from leading OEMs, including designing, installation, configuration and maintenance of EMC and EMC hyper converged infrastructure systems. Project Management, Problem Solving, Expert SAN knowledge, Complex Enterprise Storage Design and Implementation, Troubleshooting, Network Storage Hardware Configuration, People Management; A working knowledge of various backup architectures, along with the ability to deploy and support new and existing infrastructure. Must have a detailed and analytical approach with hands-on experience with Project management tools. Configuration and support of data replication technologies.

DUTIES:
The successful candidate will be responsible for monitoring server operations daily. Maintenance of the servers operating systems (physical and virtually), including access and security control; Working with the team to analyse and design storage solutions to achieve 99.999% architecture with server virtualization, clustering, database, disaster recovery and geography redundancy; Manage the corporate email server and email content filtering; Manage email archiving to ensure compliance to regulations and embrace Department’s knowledge; Ensuring that email server is properly running for provision of email and directory services (e-Directory and Active Directory); Monitor and Supervise all data centers solutions; Coordinate with vendors and external contractors and ensure effective completion of all installation hardware at various data centers; Monitor server operations daily. Maintenance of servers operating systems (physical and virtually), including access and security control; Assist to ensure that backup and replication of data is sent offsite to cater disastrous situations; Manage plan and implement the strategy for the service delivery of a successful projects; Advice the Director: ICT Infrastructure on critical IT interventions measures in business.

ENQUIRIES
Mr Tshepo Chauke Tel No: (012) 309 3022

POST 12/36
ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT
REF NO: DOT/HRM/2021/33
(Branch: Public Transport)
(Chef Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulation Support)
(Sub-Directorate: Institutional Support)

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria

REQUIREMENTS:
A recognized NQF level 6/7 in Transport Management, Project Management, Public Management, Business Management or Office Management, coupled with a minimum 3 years’ relevant experience in the Public Transport Operating License environment. Experience in stakeholder management and understanding of the Public Transport Regulatory Entities (PREs) will be beneficial. The following key competencies are essential: Good understanding of how the machinery of government; including the linkages between the...
spheres of government; Good interpersonal skills, communication and communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organizing abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and supporting regulation; Knowledge of the National Land Transport Information System (NLTIS); National Archives Acts and Supporting Regulations; Good track record in project management; Have valid driver's license and be willing to travel and work beyond normal working hours.

**DUTIES**

Supervise the receiving and processing of applications for tourist transport and interprovincial operating licenses. Periodically review and update application forms as required by legislation. Facilitate the publication of notices in the government gazette. Supervise the upliftment of operating licenses. Supervise the process of receiving and checking tourist's accreditation application forms for completeness. Provide support measures for the implementation of the NLTA with regard to accreditation of tourist transport services. Supervise verification process with the NPTR inspectors. Supervise the issuing of accreditation certificate, receipts, face value documents and application forms. Prepare briefs for the Transport Appeal Tribunals where appeals are lodged against the NPTR decision. Provide support and assistance to individual performance to be aligned with strategic objectives of the Unit. Monitor the use of OLAS by all NPTR users and report the abuse of the system to relevant authorities. Supervise the sub directorate.

**ENQUIRIES**

Ms Rejoyce Nchabeleng Tel No: (012) 309 3237