

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF TRANSPORT**

*The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

- APPLICATIONS** : Please take note, NO hand delivered and postal applications will be allowed due to COVID 19. Applicants can apply online through E-recruitment system using the following link <https://erecruitment.ecotp.gov.za>
- CLOSING DATE** : 13 November 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. To obtain more information on requirements and functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za)

**MANAGEMENT ECHELON**

- POST 25/134** : **DEPUTY DIRECTOR GENERAL: TRANSPORT INFRASTRUCTURE PLANNING REF NO: DOT 01/10/2020**  
(12 Months contract)
- SALARY CENTRE REQUIREMENTS** : R1 521 591 – R1 714 074 per annum (all – inclusive package)  
: Head Office- KWT  
: Honour's Degree (NQF level 8 as recognized by SAQA) in Construction/Building Environment 8 – 10 years' experience at senior management level. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programmes and Project Management. Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management. Technical competencies: Programme and project management, Engineering, legal and

operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.

**DUTIES**

: Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning's-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures: Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of Regional roads maintenance services. Ensure the provision of plant fleet and associated support services: Oversee the provision of motor vehicles and infrastructure plant fleet. Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee the of provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**OTHER POSTS**

**POST 25/135**

: **DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 02/10/2020**

This is a 12 months contract

**SALARY**

: R733 257 - R863 748 per annum (Level 11) an all – inclusive remuneration package

**CENTRE REQUIREMENTS**

: Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) as recognized by SAQA in Public Transport/ Public Administration/ Public Management. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member will serve as added advantage. A Valid Driver's license. Knowledge: SOP. NLTA. NLTR. Code of conduct.

**DUTIES**

: Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/ commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary

licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/136** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT SERVICES REF NO: DOT 03/10/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 (Level 11) An all – inclusive remuneration package  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF 6) as recognized by SAQA in Financial Management /Logistics Management/ Supply Chain Management/Financial Management/ Auditing/Taxation. 3-5 years relevant experience at Management level (Assistant Director Level). A Valid Driver's license. Knowledge: Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.

**DUTIES** : Management of departmental office accommodation. Administer the logistical management processes and services. Ensure that Accommodation Requirements are met through Needs Assessment, Gap Analysis processes. Ensure Compliance as required by Government Immovable Asset Management Act (GIAMA). Check, keep the register for office space and issue

space when needed as per the specification and terms of reference. Monitor and give guidance on issuance of Immovable Assets at Head Office and in Districts. Oversee the maintenance of the Immovable assets by PRPW. Liaise with Department of Public Works for new required immovable Assets. Attend meeting pertaining the immovable assets with Public Works/Treasurer. Develop and update the spatial template for all the departmental immovable assets at Head Office and the Districts. Keep a record of all immovable assets allocated to the department and their expiry dates. Management of stores and warehouse. Render proof of goods, services or assets delivered are according to specifications or terms of reference. Ensure that Creation of payments on the procurement system must be dealt with in line with SCM Delegation Authority. Ensure Invoices to be matched with orders to avoid double payment and all certificates required from Service Provider/s to be attached. Ensure Payments are made only to the approved Service Provider/s. Ensure all orders to be system generated-LOGIS. Management of the communication devices (cellular phones 3G data and line. Ensure the cell phone register is in place MTN and Vodacom as per user. Receive, sort and records invoices. Attach cell phone invoices as per order number for payment purposes. Ensure that all newly appointed officials have been created open land lines and fax to email. Check faults for the cisco hand set and report to IT if it's beyond my control. Monitor cleaning services. Ensure all the departmental sites has cleaning services that are appointed by Public Works including the Districts. Monitor the cleaning service rendered within the departmental offices. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/137** : **DEPUTY DIRECTOR: FINANCE (SCHOLAR TRANSPORT) REF NO: DOT 04/10/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 (Level 11) An all – inclusive remuneration package  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF 6) as recognized by SAQA in Financial Management / Cost and Management Accounting / Auditing. 3-5 years relevant experience at management level (Assistant Director Level) in the financial environment. A Valid Driver's license. Knowledge: Public Finance Management Act, Treasury Regulations, Provincial Scholar Transport Policy, Provincial Integrated Public Transport Master Plan.

**DUTIES** : Manage the rendering of scholar transport procurements services: Coordinate the drafting of tender specification acquiring scholar transport service providers. Facilitate the drafting of scholar transport contracts. Manage the process of appointment of service providers. Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure that data captured on interface (systems) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Provide efficient scholar transport budget and payment manage services: Guides the budgeting process for scholar transport. Monitor budget spending and recommend corrective measures should over or under spending occurs. Manage payment of accruals. Produce financial reports for submission to the office of the Chief Financial Officer. Manage timeous payment of service providers. Monitor uploading of payments on BAS. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Ensure correctness of PODs before payment is made. Provide data management services: Ensure safe keeping of PODs received

from districts. Ensure safe keeping of journals and payment documentation. Verify data coming from districts for correctness. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/138** : **ASSISTANT DIRECTOR: TRANSPORT SAFETY EDUCATION REF NO: DOT 05/10/2020**

**SALARY** : R376 596 - R454 920 per annum (Level 09)

**CENTRE** : Alfred Nzo

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF Level 6) as recognized by SAQA in Education/Communication/Public Relations/Project Management/Development Studies/ Traffic Safety Management. 3-5 years supervisory experience at (SL7/8) in Road Safety Education/ as an Educator. A Valid Driver's License. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.

**DUTIES** : Implement transport safety education programs. Liaise with the department of education for identification of schools that will participate in road safety education, Receive and conduct assessments on applications for scholar patrol, Coordinate implementation of school road safety debates, Coordinate utilization of Junior Traffic Testing Center. Monitor the condition of Junior Traffic Testing Centers and facilitate repair works if needed. Manage community transport safety councils operations. Liaise with community structures for establishment of community road safety councils. Facilitate induction of appointed community road safety councils. Assist community road safety councils to develop their operational plans. Verify travelling claims from community road safety council members against implementation reports and authorize payment. Facilitate spending of budget allocated to community road safety council operations. Receive, analyze and consolidate implementation reports submitted by road safety councils. Facilitate sitting of provincial community road safety council meetings. Implement community transport safety awareness programs. Coordinate intergovernmental stray animal management programs. Establish good working relationship with community leaders and structures to promote stray animal management. Facilitate training of road rangers on road safety awareness. Coordinate driver training program for private sector organizations. Implement projects identified by the National Department of Transport like driver of the year competition and arrive alive campaigns. Administer human and capital resources. Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Gather information from outside bodies and staff and collate it to produce performance assessment reports. Authorize expenditure up to the delegated amount. Input in the budgeting process for the section. Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/139** : **ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS (X2 POSTS)**

**SALARY** : R376 596 - R454 920 per annum (Level 09)

**CENTRE** : OR Tambo (Ref No: DOT06/10/2020)

Joe Gqabi (Ref No: DOT07/10/2020)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Transport Economics/ Transport Management/Public Administration/Project Management/Social Science/ Public Management. 3 years' experience in Public Transport Management at a Supervisory Level (SL7/8). A Valid Driver's License. Knowledge National Land Transport Act. Provincial Intergrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.
<b><u>DUTIES</u></b>	:	Monitor compliance with contractual obligations Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services. Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non motorised scholar transport programme: Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councilors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: DOT 08/10/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R454 920 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Sciences/ Development Studies/ Public Administration or Management/ Project Management/ Monitoring & Evaluation. 3 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, BCEA, LRA, Departmental Strategic Planning, Departmental Annual Performance Plan, Asset management procedures, Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes, Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, Policies and Procedures, Government Programmes, Occupational Health & Safety, Procurement directives.
<b><u>DUTIES</u></b>	:	Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-

economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/141** : **ASSISTANT DIRECTOR: TRANSPORT OPERATOR LICENSES & PERMITS REF NO: DOT 09/10/2020**

**SALARY CENTRE REQUIREMENTS** : R376 596 - R454 920 per annum (Level 09)  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.

**DUTIES** : Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum

		guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATIONS SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 - R454 920 per annum (Level 09)
	:	Alfred Nzo (Ref No: DOT 10/10/2020)
	:	Amatole (Ref No: DOT 11/10/202)
	:	Sarah Baartman (Ref No: DOT 12/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 year's relevant experience at Supervisory level 7/8 experience in the field. A Valid driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.
<b><u>DUTIES</u></b>	:	Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/143</u></b>	:	<b><u>ASSISTANT DIRECTOR: PT REGISTRATIONS OPERATOR LICENSES AND PERMITS (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 - R454 920 per annum (Level 09)
	:	Chris Hani (Ref No: DOT 13/10/2020)
	:	Joe Gqabi (Ref No: DOT 14/10/2020)
	:	OR Tambo (Ref No: DOT 15/10/2020)



<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 year relevant supervisory experience SL7/8 in the field. A Valid driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.
<b><u>DUTIES</u></b>	:	Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: FRONT &amp; BACK OFFICE SERVICES (SCHOLAR TRANSPORT) REF NO: DOT16/10/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R454 920 per annum (Level 09)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's degree (NQF Level 6) / National Diploma (NQF Level 6) as recognized by SAQA in Public administration/ Public Management / Business administration. 3-5 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid driver's license. Knowledge HR management principles. Strategic management principles. Performance management principles. Report writing. Stakeholder and customer relationship management principles. HR planning, utilisation, maintenance, exits, recruitment and selection. Conflict management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate and consolidate strategic plan and APP for the program. Put in place specific protocol, processes and standards for the program. Implement financial governance and financial improvement initiatives and ensure that continuous improvement is evident. Update all the relevant plans for the programme annually. Manage human, financial, and material resources of the sub directorate. Ensure that performance agreements and performance reviews for the program are done correctly and submitted to HRD on time. Attend to public complaints referred to the program by customer care. Ensure proper records management within the program. Assist in the development of all statutory reports required from the section.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/145** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT**  
**REF NO: DOT 17/10/2020**

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Chris Hani (Queenstown)

**REQUIREMENTS** : National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 or more years as a Provincial Inspector. At least code B Valid Driver's License. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Conflict management , Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

**DUTIES** : Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/146** : **PRINCIPAL PROVINCIAL INSPECTOR: NUMBER PLATE**  
**MANUFACTURES REF NO: DOT 18/10/2020**

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on

hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/147** : **PRINCIPAL PROVINCIAL INSPECTOR: INVESTIGATIONS REF NO: DOT 19/10/2020**

**SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Traffic Management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/148** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES (VTS) REF NO: DOT 20/10/2020**

**SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of

		driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/149</u></b>	:	<b><u>CHIEF PUBLIC TRANSPORT INSPECTOR / PRINCIPAL PROVINCIAL INSPECTOR: PUBLIC TRANSPORT INSPECTORATE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 - R373 167 per annum (Level 08)
	:	Alfred Nzo (Ref No: DOT 21/10/2020)
	:	Joe Gqabi (Ref No: DOT22/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: National Land Transport Act 22 of 2000, Dangerous goods, Completion of law enforcement documents, Vehicle Impoundment, Vehicle Inspection, Departmental policies.
<b><u>DUTIES</u></b>	:	Conduct inspections to ensure that public transport vehicles are compliant with requirements of the National Land Transport Act. Investigate and advise Operating License Board around allocation of public transport routes. Impound public transport vehicles that do not comply with the requirement of the ACT. Conduct Inspections on freight vehicles that carry dangerous goods to check whether they have complied with the ACT. Investigate complaints received from operators and submit report to the office. Reduction of public transport accidents and conflicts. Efficient allocation of public transport routes. Elimination of un-road worthy public transport vehicles in the road. Reduction of accidents caused by freight vehicles carrying dangerous goods.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/150</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC INSPECTORATE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 - R373 167 per annum (Level 08)
	:	Alfred Nzo (Ref No: DOT 23/10/2020)
	:	Joe Gqabi (Ref No: DOT24/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A

<b><u>DUTIES</u></b>	:	Valid Driver's License. No criminal record. Knowledge: National Land Transport Act 22 of 2000, Dangerous goods, Completion of law enforcement documents, Vehicle Impoundment, Vehicle Inspection, Departmental policies. Conduct inspections to ensure that public transport vehicles are compliant with requirements of the National Land Transport Act. Investigate and advise Operating License Board around allocation of public transport routes. Impound public transport vehicles that do not comply with the requirement of the ACT. Conduct Inspections on freight vehicles that carry dangerous goods to check whether they have complied with the ACT. Investigate complaints received from operators and submit report to the office. Reduction of public transport accidents and conflicts. Efficient allocation of public transport routes. Elimination of un-road worthy public transport vehicles in the road. Reduction of accidents caused by freight vehicles carrying dangerous goods.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/151</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: DOT 25/10/2020</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's (NQF Level 7) /National Diploma (NQF level 6) as recognized by SAQA in Financial Management/Accounting/ Auditing/ Cost and Management Accounting/ Financial Information System/Taxation/Local Government and Finance, Majoring in Financial Accounting. A minimum of 1-2 years' experience in financial environment. A Valid Driver's License. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<b><u>DUTIES</u></b>	:	Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/152</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE MAINTENANCE REF NO: DOT 26/10/2020</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment, or Registration as an Engineering Technician, A valid driver's licence, 1-2 years appropriate experience in the environment. Knowledge: To plan and execute inspections for new and maintenance work on project sites to ensure that work are being done in compliance with relevant regulations and legislation.
<b><u>DUTIES</u></b>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing

structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/153** : **ENGINEERING TECHNICIAN: MECHANICAL (X2 POSTS)**  
One Year Contract

**SALARY CENTRE** : R311 859 - R327 888 per annum (OSD)  
: Joe Gqabi Ref No: DOT61/10/2020  
Grahamstown (In-House) Ref No: DOT62/10/2020

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising.

**DUTIES** : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/154** : **ARTISAN FOREMAN: ELECTRICAL REF NO: DOT65/10/2020**

**SALARY** : Grade A: R304 263 - R339 543 per annum (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mthatha Airport
	:	Appropriate Trade Test Certificate. A Valid driver's license. 5 years post qualification experience. Knowledge: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing.
<b><u>DUTIES</u></b>	:	Implement electrical maintenance services: Inspect electrical equipment such as runway lights etc and/or facilities. Service electrical equipment and/or facilities according to service schedules. Conduct quality assurance to all serviced and maintained equipment and/or facilities. Attend to heavy current electrical faults. Implement electrical repair services: Arrange servicing of generators according to set intervals. Repair electrical equipment and facilities according to set standards. Conduct tests to repaired electrical equipment and/or facilities against specifications: Implement electrical inspection services: Conduct inspections in all airport buildings to ensure that they meet electricity safety standards as prescribed by CAA. Produce electrical equipment and facilities inspection report on monthly basis. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/155</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (PRODUCTION) REF NO: DOT 27/10/2020</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 - R302 691 per annum (OSD)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7) / National diploma (NQF 6) as recognized by SAQA in Safety management / Environmental management / Risk management. A Valid Driver's licence. 1 - 2 years in safety / Environmental / Risk Management / Public Health experience. Knowledge: Knowledge of Safety environment. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Computer.
<b><u>DUTIES</u></b>	:	Render Strategy formulation and Business Performance Provide input into planning process within the section and execute the approved plan in accordance with policies, procedures and processes to ensure achievement of operational targets. Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures Report non-compliance and implement corrective actions to ensure compliance. Ensure Governance, Compliance and Risk management. Implement and enforce the SHEQ Enforcement Systems, Safety management System, policies and procedures and legislative requirements. Conduct compliance audits, report on and follow-up to ensure that non-conformances / compliance have been addressed. Maintain a balance between environmental conservation and development. Participate in Risk assessment for new projects existing and where there is a change in operation or product. Ensure quality assurance. Ensure that corrective actions are implemented and closed-off in respect of all reported non-conformances, risks and remedial actions. Incident and accident investigations as well as reporting. Compile final incident and accident investigation reports as per policy requirements. Perform trend analysis, compile and submit SHEQ reports as per required timelines. SHEQ Promotions, Training and development. Participate in implementation of SHEQ campaigns. Provide On-Job HIRA workshop, Safety Management Systems, OHS and SHE Induction, Standard Operating Procedures, Work Instructions and other SHE related training to Mthatha airport stakeholders. Develop and conduct relevant Safety, Health and environment campaigns with the airport community. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and

		Personal Development Plans (PDP's) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/156</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: TRANSPORT INFRASTRUCTURE PLANNING AND DESIGN REF NO: DOT45 /10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade A: R272 739 - R302 691 per annum (OSD) Grahamstown National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Environmental Management, 1-2 year's relevant experience in Construction Environment. Professional Registration with SACNASP A Driver's license (A minimum of Code 14) C1PRDP and practical test. Five (5) years' driving experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Facilitate development of environmental Management strategies and action plans: Assist in conducting of research for the purpose of identifying, abating, or eliminating sources of pollutants and environmental hazards. Conduct workshops on regulatory compliance with environmental management act. Identify measures for protecting public health, including administering and enforcing legislation related to environmental health. Implement environmental compliance strategies and policies: Implement environmental management systems to continually improve the workplace safety. Analyse reports submitted by districts on incidents occurred on work sites and identify prevention mechanisms. Coordinate implementation of policies and procedures to ensure that work areas, facilities are free of dangers that could cause harm to a person working. Provide support to minimise health and safety hazards. Facilitate the implementation of various environmental specifications. Carry out impact assessment to identify assess, reduce environmental risks and financial costs. Produce environmental safety reports. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/157</u></b>	:	<b><u>PROJECT COORDINATOR: COMMUNITY DEVELOPMENT (CBP) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Head Office (Ref No: DOT28/10/2020) (X2 Posts), (Ref No: DOT29/10/2020) National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management . 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<b><u>DUTIES</u></b>	:	Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on



		individual projects handled by the sub-directorate. Liaise with districts and directorate clients.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/158</u></b>	:	<b><u>PROJECT COORDINATOR: MONITORING AND EVALUATION (CBP) (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Sarah Baartman (Ref No: DOT30/10/2020)
	:	Chris Hani (Ref No: DOT31/10/2020)
	:	OR Tambo (Ref No: DOT32/10/2020)
	:	Alfred Nzo (Ref No: DOT33/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management. 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<b><u>DUTIES</u></b>	:	Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/159</u></b>	:	<b><u>ADMIN OFFICER: SCHOLAR TRANSPORT REF NO: DOT34/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Public Management. 1-2 years' experience in monitoring environment. Knowledge: Monitoring and evaluation processes. Conducting of Research. Report writing. Analysis of Raw Data. Computer hardware and software.
<b><u>DUTIES</u></b>	:	Monitor implementation of scholar transport programme: Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD's submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/160</u></b>	:	<b><u>ADMIN OFFICER: PUBLIC TRANSPORT SERVICES REF NO: DOT35/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Head Office

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/161</u></b>	:	<b><u>ADMIN CLERK (SUPERVISORY): TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT36/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Zwelitsha
<b><u>DUTIES</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/162</u></b>	:	<b><u>ADMIN OFFICER (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Chris Hani (Ref No: DOT37/10/2020) Sarah Baartman (Ref No: DOT38/10/2020)

<b><u>REQUIREMENTS</u></b>	:	Joe Gqabi (Ref No: DOT39/10/2020) National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/163</u></b>	:	<b><u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Chris Hani (Ref No: DOT40/10/2020) Sarah Baartman (Ref No: DOT41/10/2020) (X2 Posts) Joe Gqabi (Ref No: DOT42/10/2020) (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/164** : **ADMIN OFFICER (OPERATIONS): TRANSPORT INFRINGEMENT (GENERAL ADMINISTRATION) REF NO: DOT43/10/2020**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/165** : **ADMIN OFFICER (OPERATIONS): TRANSPORT REGULATIONS REF NO: DOT44/10/2020**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Alfred Nzo

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<b><u>POST 25/166</u></b>	:	<b><u>PRINCIPAL RAOD WORKS FOREMAN REF NO: DOT46/10/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or equivalent. A Valid driver's license. Five (5) years' relevant experience in the environment. Knowledge: National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. .Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/167</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT47/10/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11. Operational guidelines on law enforcement equipment.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of

		Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/168</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR: TRAFFIC INSPECTORATE REF NO: DOT48/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Alfred Nzo National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B Valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/169</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR: PUBLIC TRANSPORT INSPECTORATE SERVICES REF NO: DOT49/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Zwelitsha National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing

operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/170** : **LICENSING ADMIN CLERK SUPERVISORY: TRANSPORT OPERATOR LICENSE & PERMITTS REF NO: DOT50/10/2020 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/ Public administration / Public Management. 1-2 years relevant experience in the field. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/171** : **LICENSING ADMIN CLERK (SUPERVISORY) TRAFFIC LAW ADMINISTRATION REF NO: DOT51/10/2020 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/Public administration. 1-2 years relevant experience in the field. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/172</u></b>	:	<b><u>LICENSING ADMIN CLERK (SUPERVISORY) TRAFFIC LAW ADMINISTRATION REF NO: DOT52/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Alfred Nzo National Senior Certificate, Bachelor's (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/Public Administration or any relevant qualification. 1-2 years relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/173</u></b>	:	<b><u>LICENSING ADMIN OFFICER: DRIVER &amp; VEHICLE REGULATIONS AND STANDARDS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Head Office (Ref No: DOT53/10/2020) Amatole (Ref No: DOT54/10/2020) Sarah Baartman (Ref No: DOT55/10/2020) Chris Hani (Ref No: DOT56/10/2020) Joe Gqabi (Ref No: DOT57/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF level 7)/National Diploma (NQF level 6) as recognised by SAQA in Transport Management/Public administration. 1-2 years relevant experience in the environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.



<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/174</u></b>	:	<b><u>LICENSING ADMIN OFFICER: OPERATING LICENSES AND PERMITTS (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Alfred Nzo (Ref No: DOT58/10/2020)
	:	Amatole (Ref No: DOT59/10/2020)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7)/National Diploma (NQF level 6) as recognised by SAQA in transport management/public administration or any relevant qualification. 3 years relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/175</u></b>	:	<b><u>SCM CLERK (SUPERVISORY) REF NO: DOT60/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7)/National Diploma (NQF level 6) as recognized by SAQA in Supply Chain Management/Logistics Management/ Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and

traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/176** : **SENIOR ROAD WORKS FOREMAN REF NO: DOT63/10/2020 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R208 584 - R245 694 per annum (Level 06)  
: Chris Hani  
: National Senior Certificate or equivalent. A Valid Driver's license (A minimum of Code 8). Five (5) years' relevant experience in the environment. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

**DUTIES** : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. .Ensure management, maintenance and safekeeping of asset.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/177** : **PROVINCIAL INSPECTOR REF NO: DOT66/10/2020**

**SALARY CENTRE REQUIREMENTS** : R208 584 - R245 694 per annum (Level 06)  
: Komga  
: National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. At least code B Valid Driving license. No experience required. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities: Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/178</u></b>	:	<b><u>LICENSING ADMIN CLERK: DRIVER VEHICLE REGULATIONS &amp; STANDARDS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 - R245 694 per annum (Level 06) Head Office (Ref No: DOT67/10/2020) Amatole (Ref No: DOT68/10/2020) Sarah Baartman (Ref No: DOT69/10/2020) Chris Hani (Ref No: DOT70/10/2020) Joe Gqabi (Ref No: DOT71/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset petty register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<b><u>POST 25/179</u></b>	:	<b><u>ARTISAN FOREMAN MECHANICAL REF NO: DOT64/10/2020</u></b>
<b><u>SALARY</u></b>	:	Grade A: R190 653 - R211 596 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A Valid driver's license. Knowledge: Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.
<b><u>DUTIES</u></b>	:	Guide the Conducting of planned and predictive maintenance. Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburetor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Monitor conducting of fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/180</u></b>	:	<b><u>LICENSING ADMIN CLERK: MOTOR VEHICLE REGISTRATION AND AUTHORISATION REF NO: DOT72/10/2020</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSS through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling

		claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/181</u></b>	:	<b><u>LICENSING ADMIN CLERK: TRANSPORT OPERATOR LICENSE AND PERMITTS REF NO: DOT73/10/2020 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05)
	:	Head Office
	:	National Senior Certificate or Equivalent qualification. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/182</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) REF NO: DOT74/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05)
	:	In- House Transport Infrastructure Maintenance
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<b><u>POST 25/183</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION): TRANSPORT REGULATIONS REF NO: DOT75/10/2020</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/184</u></b>	:	<b><u>PRINCIPAL DRIVER OPERATOR REF NO: DOT76/10/2020 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 10 certificate or equivalent) Driver's license (A minimum of Code 14) C1PRDP and practical test. Five (5) years' driving experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Render driving services through inter alia the following: - Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/185</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) PUBLIC TRANSPORT OPERATIONS (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Chris Hani (Ref No: DOT77/10/2020) Joe Gqabi (Ref No: DOT 78/10/2020) O.R Tambo (Ref No: DOT79/10/2020) (X2 Posts) Alfred Nzo (Ref No: DOT80/10/2020) Amatole (Ref No: DOT81/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain

- quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 25/186** : **FINANCE CLERK: PRODUCTION REF NO: DOT82/10/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum (Level 05)  
: Mthatha Airport  
: National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control. Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 25/187** : **ADMINISTRATION CLERK (PRODUCTION) TECHNICAL SUPPORT: CBP REF NO: DOT83/10/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum (Level 05)  
: Head Office  
: National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
- DUTIES** : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 25/188** : **ADMINISTRATION CLERK (PRODUCTION) COORDINATING AND MONITORING: CBP REF NO: DOT84/10/2020 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum (Level 05)  
: Head Office  
: National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
- DUTIES** : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep

		and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/189</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION): OPERATOR LICENSE AND PERMITTS REF NO: DOT89/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05) Sarah Baartman
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/190</u></b>	:	<b><u>DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Alfred Nzo Ref No: DOT85/10/2020 Sarah Baartman Ref No: DOT86/10/2020
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/191</u></b>	:	<b><u>DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Joe Gqabi (Ref No: DOT87/10/2020) (X2 Posts) Alfred Nzo (Ref No: DOT88/10/2020)
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the



		component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/192</u></b>	:	<b><u>DATA CAPTURER: COORDINATION AND MONITORING (CBP) REF NO: DOT90/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Head Office
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/193</u></b>	:	<b><u>RECEPTIONIST REF NO: DOT91/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Mthatha Airport
	:	National Senior Certificate with Secretarial Certificate/ Office Management. 1-2 years relevant experience/ call centre experience. Knowledge: Good telephone etiquette, Batho Pele Principles, Knowledge of typing. Working procedures in respect of own work. Planning and organizing. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles.
<b><u>DUTIES</u></b>	:	Provide direction and accurate information to all visitors of the Department. Ensure that the front office environment promotes a good image of the department at all times. Receive customers /client complaints and process them accordingly. Use an electronic record keeping system to store information passing through the front office. Provide quick and accurate responses to clients calling the department. Provide input in the development of the service standard, Service Delivery Improvement Plan as well in customer satisfaction surveys. Provide feedback to client /customers according to set service standards.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/194</u></b>	:	<b><u>TRAIDMANS AID: INFRASTRUCTURE MAINTENANCE REF NO: DOT92/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Mthatha Airport
	:	National Senior Certificate with 1-2 year's relevant experience in the environment. Knowledge: Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance. Technical report writing.
<b><u>DUTIES</u></b>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment

and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/195** : **GENERAL ASSISTANT REF NO: DOT93/10/2020**

**SALARY** : R102 534 - R120 780 per annum (Level 02)

**CENTRE** : Mthatha Airport

**REQUIREMENTS** : Abet. No experience required. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written).

**DUTIES** : Perform general work assistance. Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458