

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za).
- CLOSING DATE** : 05 February 2021
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## MANAGEMENT ECHELON

- POST 02/69** : **DIRECTOR: RESEARCH AND CONTENT DEVELOPMENT REF NO: DOT/HRM/2021/01**  
Branch: Administration (Office of the Chief Operations Officer)  
Chief Directorate: Communication  
Directorate: Research and Content Management
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package) of which 30% may be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)  
A Communication related Bachelor's degree in Journalism, Media Studies, Public Relations and/or Marketing at NQF Level 7 as recognised by SAQA. A proficiency in one or more of the following competencies will also be considered: Copywriting & Editing, Scriptwriting and/or Publishing. An SMS pre-entry certificate plus 6 - 8 years' experience of which 5 years must be at senior management or middle management level in the Public Service. Note: The following will serve as strong recommendation: Knowledge and skills in compilation of management reports and PFMA, Communication skills (verbal and written English must be above average), computer literacy, governance related to Information Management, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation and Customer Focus and Change Management.
- DUTIES** : The successful candidate will: Provide content research, editorial and information collation services for the purposes of speechwriting. Collate information and draft speeches for the DG, Deputy Minister and Minister.

Produce well-presented reports and publications. Research and rewrite documents as necessary. Proofread documents and content products across the different communication platforms. Provide editorial services for publication. Do research on relevant topics for publication. Consult relevant personnel to develop speeches, presentations, articles and other official messages. Ensure information is factual correct by staying abreast with transport developments. Develop analytical and well-presented reports and publications. Edit strategic documents and any other communication and information products produced in the department as required. Ensure that the department's print and electronic content and products are of high quality. Manage and control the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance, administrative and financial system's continuity within the work of the Directorate. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Manage the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

**ENQUIRIES**

: Mr C Msibi. Tel No: (012) 309 3406