

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za.
- CLOSING DATE** : 05 March 2021
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the 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 06/61** : **DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2021/09**
(Branch: Rail Transport)
(Chief Directorate: Rail Regulation)
(Directorate: Rail Safety Regulation)
(Sub-Directorate: Rail Safety Regulation)
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package) of which 30% may be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 qualification in Transport Economics, Engineering or Legal qualification as recognised by SAQA and an SMS pre-entry certificate with relevant experience in transport and drafting legislation and or regulations of which 5 years should be at middle management level. Experience in rail will be an added advantage. Note: The following will serve as strong recommendation: Strategic Capability & Leadership: Provide a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manage and encourage people, optimise their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Change Management: Initiate, support and

champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Knowledge and Skill: Compile management reports PFMA, Communication: Verbal & Written communication - English - above average, Computer literacy, Governance related to information. Financial Management: Compile and manage budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Client Orientation and Customer Focus: Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. General Comments: Must be willing to work overtime and travel frequently.

DUTIES

: The successful candidate will: Develop the Rail Safety Regulatory Framework. Develop and amend the Railway Safety Regulator Act. Develop appropriate Regulations related to the above Act. Ensure effective implementation of Railway Safety Regulator Act, 2002 by relevant Entities. Facilitate the development of standards for the rail industry. Develop a safety permit fee regime model. Co-ordinate rail safety initiatives between relevant stakeholders. Benchmark the performance of rail entities and strategies with other Regulators. Represent the Department in regional and international structures on rail safety. Provide guidance and adequate support to staff and ensure capacity development of staff in the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate infrastructure spending plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Directorate. Set budget levels. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of corporate communication. Ensure monitoring & evaluation is carried out in all areas of the Branch.

ENQUIRIES

: Ms. Hlengiwe Ngwenya Tel No: (012) 309 3313

OTHER POSTS

POST 06/62

: **DEPUTY DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2021/10**
 (Branch: Rail Transport)
 (Chief Directorate: Rail Regulation)
 (Directorate: Rail Safety Regulation)
 (Sub-Directorate: Rail Safety Regulation)

SALARY CENTRE REQUIREMENTS

: R869 007 per annum (Level 12) (All-inclusive salary package)
 : Pretoria
 : A recognised NQF level 6/7 qualification in Transport Economics, Engineering or Legal qualification with relevant experience in transport and drafting legislation and or regulations of which 3 years should be at middle management level, coupled with 5 years relevant experience. Experience in rail will be an added advantage. Knowledge And Skills: Knowledge of Public Service Regulations/Acts; An understanding of Intergovernmental relations; Transport Economics; Computer literacy; Good interpersonal skills; Public Transport; Good communication skills (verbal and written); Analytical & Problem-solving skills; Risk Management; Organising skills; Project Management. General Comments: Must be willing to work overtime and travel frequently.

DUTIES

: The successful candidate will: Design and develop a rail monitoring and evaluation system. Develop a web-based solution for monitoring and evaluation. Collect and validate Rail performance data. Conduct annual analysis of sector performance based on annual reporting against targets and produce an annual Rail Report. Liaise with rail industry on issues through industry forums including the Rail Safety Regulator, Transnet, PRASA and other operators. Develop Rail Safety Regulations in conjunction with rail stakeholders. Implement rail safety regulations. Monitor the effectiveness of rail regulations. Conduct research on international best practices on rail safety regulations. Research international best practices on rail logistics. Develop a rail logistics strategy in conjunction with stakeholders. Implement the strategy.

		Ensure alignment between road and rail by developing and exploiting the necessary synergies. Monitor strategy effectiveness. Develop ToR's for tenders. Assist with the compilation of the budget. Compile strategic and operational plans. Manage projects through effective project management principles. Manage the assets of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. Hlengiwe Ngwenya Tel No: (012) 309 3313
<u>POST 06/63</u>	:	<u>DEPUTY DIRECTOR: MANUFACTURERS IMPORTERS AND BUILDERS</u> <u>REF NO: DOT/HRM/2021/11</u> (Branch: Road Transport) (Chief Directorate: Road Transport Regulation) (Directorate: Compliance) (Sub-Directorate: Manufacturers Importers and Builders)
<u>SALARY</u>	:	R869 007 per annum (Level 12). (All-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 6/7 Bachelors of Administration in Licensing Practice as recognised by SAQA, Plus five (5) years' experience. Experience in monitoring and evaluation of manufacturers importers and Builders (MBI) of motor vehicles and Abnormal Loads will be considered and added advantage. A valid unendorsed code B or EB driving licence. The following competences and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act of 93 of 1996 and its Regulations, Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Manufacturers Importers and Builders and Abnormal Loads. Extensive knowledge of the role and duties of the Inspectorate for Manufacturers Importers and Builders. Computer literacy. Advanced communication skills (written and presentation). Operational, planning, facilitation and management skills. Proven office administrative skills. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Manage and control staff by performing supervisory and leadership role. Oversee the current function inspectorate of MIB. Performance of systems audits. Identify required amendments and additions to the applicable legislation. Manage policies and procedures with regard to abnormal loads.
<u>ENQUIRIES</u>	:	Ms Laetitia Botma Tel No: (012) 309 3763
<u>POST 06/64</u>	:	<u>DEPUTY DIRECTOR- MASTER PLANNING IMPLEMENTATION AND REVIEW REF NO: DOT/HRM/2021/12</u> (Branch: Integrated Transport Planning) (Chief Directorate: Macro Sector Planning) (Directorate: Master Planning Implementation and Review) (Sub-Directorate: Master Planning Implementation and Review)
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 6/7 Degree or Diploma in Transport Management /Town Planning/Transport Economics / Public Management or Public Policy as recognised by SAQA with five 5 years' or more experience in Transport, Government, Private or Non-Governmental Sectors. Knowledge and understanding of Transport Planning and Management, Policy Development and Analysis, Government Policies, Programmes and Priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills, excellent interpersonal skills, proven planning, organising and project management skills. Knowledge and skills in drafting writing documents, reports and submissions are essential. Research methodology expertise. Conceptualization and Innovative thinking abilities. Candidates must have excellent verbal and written communications skills, excellent computer skills. Ability to work accurately and independently. Candidates must also have good negotiation skills and the ability to communicate with stakeholders at all levels. Note: The following will serve as strong recommendations: Knowledge of transport planning and management, research, policy development and analysis. A Post Graduate qualification in Transport Economics, Transport Management, Town Planning, Public Management and Public Policy.
<u>DUTIES</u>	:	The incumbent will undertake transport planning at a National level. Undertake research on issues relating to the National Transport Master Plan. Facilitate the development of Provincial Transport Master Planning and Local

Government Transport Master Planning. Ensure integrated land use and transport planning. Develop transport planning tools. Identify and adapt international best practice guidelines and manuals on transport planning. Ensure proactive transport economics and forward planning analysis. Develop implementation mechanisms for the National Transport Master Plan. Develop and implement National Transport Master Plan advocacy instruments. Develop instruments to review the National Transport Master Plan. Support Provincial and Local Government in transport planning review obligations and initiatives. Manage the Sub-Directorate. Develop work plans of the Sub-Directorate. Provide inputs to the Directorate Business Planning and Chief Directorate Strategic Planning processes. Represent the Department in Government meetings, Standing and Interim Committees, Workshops, Community Engagements and Conferences on issues related to transport planning and related matters.

ENQUIRIES : Mr Sipho Dibakwane, Tel No: (012) 309 3524/081 0350 812

POST 06/65 : **DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL SECRETARIAT**
REF NO: DOT/HRM/2021/13
 (Branch: Public Transport)
 (Chief Directorate: Public Transport Regulation)
 (Directorate: Transport Appeal Tribunal)
 (Sub-Directorate: Transport Appeal Tribunal Secretariat)

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 7 in Public Service Administration/ Secretariat/ Transport Planning/ Public Service Management or related environment dealing with statutory bodies with a minimum of 5 years' relevant experience. The following will serve as a recommendation: Excellent working knowledge of the NLTA and all other related legal statutes. Sound knowledge of Government protocol and processes. Knowledge of TAT Acts and Regulations. Sound knowledge of the PFMA and Treasury Regulations. Secretariat and administrative skills. Good communication skills (verbal & written), Report writing, Computer literacy, Good project management skills. Organising and planning skills, Excellent liaison skills and interpersonal skills, Good analytical, problem solving skills and observance of Batho Pele Principles, Negotiation skills, Good facilitation skills, Monitoring and Evaluation skills.

DUTIES : The successful candidate will: Manage the daily operations of the Tribunal. Administer the welfare of the Tribunal members for conducive working environment. Facilitate the processing of claims for the Tribunal members. Oversee document management processes. Liaise with litigants on noted appeals. Inform Public Transport stakeholders about the mandate of the TAT Act and Regulations. Engage with the general public on Public Transport issues. Advise the TAT on the concerns by the public stakeholders. Research on pending and related matters to the TAT. Scrutinise the noted appeal/s for compliance with the TAT and NLTA Regulations. Furnish the necessary advice on noted appeals to the TAT. Maintain the TAT Appeal Register process on noted appeals. Maintain the TAT Refund Register on heard appeals. Closing of the File on the finalised noted appeals and archiving of the files. Manage public queries such as: Appeal procedures, Right to representation, Condonation, Suspension, Fees payment, etc. Prepare reports on the findings of issues raised by the public. Investigate pre and post appeals hearing assignments. Provide/recommend remedial action and follow-up. Deal with correspondence. Perform all tasks relating to public enquiries. Provide inputs into the Budget of the Directorate. Develop operational standards and ensure their attainability & sustainability. Plan, organise and control activities pertaining to the component. Prepare and submit project reports regularly. Compile monthly, quarterly and annual reports. Manage the assets of the Sub-Directorate. Provide inputs and support with the compilation of the Annual report and Strategic plan, as well as the annual operational plan for the Sub-Directorate.

ENQUIRIES : Mr ZM Matebese Tel No: (012) 309 3861