

**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** : 30 July 2021
- NOTE** : Applications must be accompanied by new Z83 form, 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 copies of all qualifications and ID document (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department 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. The successful candidates 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POST**

- POST 25/100** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOT/HRM/2021/52**  
Branch: Administration  
Chief Directorate: Human Resource Management and Development  
Directorate: Human Resource Management and Administration  
Sub-directorate: Recruitment and Selection
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive salary package)  
: Pretoria  
: A recognised NQF level 6/7 qualification in either Human Resource Management, Public Management/Administration with five (5) years' experience in the recruitment and selection environment of which three (3) years must be at an Assistant Director level and as a supervisor. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks pertaining to Public Service Administration, specifically the Public Service Act and Regulations, BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Access to Information Act, understanding of the Public Service and Human Resources in general; knowledge of labour legislations; Good communications skills (oral and written), liaison/coordination and presentation/facilitation skills; A good command of computer literacy, including Microsoft Office suite,(Word, Excel, PowerPoint and Outlook) and Persal; Ability to work under pressure, Willingness to travel and work away from home; Ability to work independently and in a Team; Good administrative skills, people management and empowerment , strategic capability and leadership; planning and organisational skills; Customer Focus and Responsiveness; Problem solving and decision making. Valid driver's license.
- DUTIES** : To provide Recruitment and Selection service to the department by Interact with line function, Organizational Development and Finance on drafting and approval of adverts. Liaise with Supply Chain Management Section to facilitate the sourcing of quotations for the placement of advertisements in the open media and ensure that all SCM forms are duly complied and approved. Implement methods of obtaining suitable candidates such as headhunting in terms of processes applicable to the Public Services. Manage response

handling by Manage the response handling for advertised posts. Oversee the compilation/capturing of the executive applications and conduct quality checks of the executive summaries. Put the systems/measures in place to ensure that all applications for employment received are accounted for. Provide support during the selection process. Facilitate the process for the nomination and appointment of the selection committee and compile the submission for approval of their appointment thereof. Oversee the scheduling of the selection processes (shortlisting and interviews) and all the necessary logistics such as shortlist/interview dates, venues, invitations to both selection committee members and candidates. Ensure that all Personnel Suitability Checks (reference checks, pre-employment screening etc) are conducted for recommended candidates. Ensure that shortlisted/interviewed candidates attend all tests (competency assessments etc.) as prescribed in the Departmental Recruitment and Selection Policy. Conduct research, develop, implement and maintain recruitment and selection policy and strategies in line with legislative prescripts. Conduct research and benchmark recruitment and selection best practices. Compile and maintain weekly, monthly quarterly, annual reports on Recruitment and Selection related issues. Arrange information sessions and provide training and technical support on complex nature recruitment and selection matters. Manage and control the sub-directorate by Ensuring compilation of performance agreements for all employees under his/her control and monitor their performance and provide guidance, training and support. Manage employee's performance assessments and ensure full compliance of the PMDS prescripts. Assess staff ability to effectively perform their duties and provide training were needed.

**ENQUIRIES**  
**NOTE**

- : Mr. Phutha Mohlala Tel No: (012) 309 3542
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Recruitment and Selection"