

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** : 27 September 2021
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 30 of 2021 dated 27 August 2021, The Requirements have been amended as follows: Assistant Director: Infrastructure Network Management: (Pretoria) with Ref No: DOT/HRM/2021/65. A Recognised NQF level 6/7 Diploma/Bachelor's degree in Civil Engineering or Construction Project Management as recognised by SAQA. Must have at least 3 years' experience in the construction industry or built environment. Must have a valid driver's license. The closing date has been extended to 27 September 2021. Note: Applicants who applied previously no need to re-apply again, and on the subject line when applying kindly quotes, the name of the post only i.e. Assistant Director: Infrastructure Network Management.

OTHER POSTS

- POST 32/53** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOT/HRM/2021/67**
(Branch: Chief Operations Officer)
(Chief Directorate: Human Resources Management and Development)
(Directorate: Organisational Development and Change Management)
(Sub-Directorate: Employee Health and Wellness)
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive salary package)
: Pretoria
: An appropriate tertiary qualification recognized by SAQA in Humanities/Social Sciences/Psychology coupled with 5 years' experience in the field of Employee Health and wellness. A minimum of at least 3 years relevant experience at Assistant Director Level. Note: The following will serve as a recommendation: Program design and implementation skills. Assessment/diagnostic skills; Problem-Solving and Decision-Making skills. Compilation and presentation of management reports. EHWP Strategic Framework. Verbal and written communication (Ability to interact at strategic and operational level); PFMA; Computer literacy (Ms Office). Strategic capability and Leadership. People management and Empowerment. Client orientation and customer focus. Project Management.
- DUTIES** : The successful candidate will: Manage the Employee Health & Wellness Programme and Quality of Work Life. Develop, review and implement

Employee Health & Wellness policies. Promote work life balance for employees in each of the four life quadrants, namely work, family, friends and self. Manage the appointment of suitable Employee Health and Wellness service providers. Provide counselling as required and refer to service provider where necessary. Monitor and evaluate implementation of Wellness interventions. Manage the Employee Health and Wellness Committees. Plan and organize Health and Wellness special events and projects, according to the Health calendar. Compile and present Employee Health and Wellness Management reports. Manage the HIV & AIDS and TB programme in the National Department of Transport. Implement prevention programmes to reduce the rate of HIV and TB prevalence. Coordinate, monitor, evaluate the implementation of the HIV/AIDS and TB strategy for the Transport Sector. Coordinate the Safety, Health, Environment, Risk and Quality (SHERQ) Programme in the Department. Develop, implement, monitor and review the OHS and SHERQ policy, and continuously monitor compliance. Develop and implement an appropriate Ergonomic Program, yielding productivity in the Department. Effectively and regularly liaise with relevant external government bodies and professional organizations. Coordinate Health and Productivity Management. Develop and implement appropriate OHS protocols, COVID-19 risks assessed interventions, and ensure compliance. Coordinate Health and Productivity Management Programme in the Department. Promote, support and maintain the general and occupational health of employees through education, prevention, intervention, awareness, and risk assessment. Manage lifestyle diseases and health risk of employees (formal non-communicable and communicable diseases management programme). Develop departmental action plans and render support with implementation programmes. Monitor and Evaluate the Implementation of Health and Productivity Management action plans and programmes. Manage the unit and Report on the Sub-Directorate's progress and challenges. Manage the performance of staff on allocated work and projects. Keep Sub-directorate's assets and finance in order.

**ENQUIRIES
NOTE**

: Ms V.C Sibeko Tel No: (012) 309 3868
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Employee Health and Wellness "

POST 32/54

: **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO:
DOT/HRM/2021/68**
 (Branch: Chief Operations Officer)
 (Chief Directorate: Human Resources Management and Development)
 (Directorate: Organisational Development and Change Management)
 (Sub-Directorate: Organisational Development)

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11), (All-inclusive salary package)
 : Pretoria
 : A relevant qualification at NQF level 6/7 as recognized by SAQA, National Diploma in Organisation and Work Study/Management Services/ Operations Management OR Degree in B Com Management or Industrial and Organisational Psychology coupled with an extensive experience in the field of Organisational Development (which includes Organisation and Work Study) at least 5-10 years. Minimum of 3 years in Assistant Director Level. Note: The following will serve as a recommendation: Good understanding of the Public Service Regulatory Framework; PFMA. Communication - Verbal (Ability to interact at strategic and operational level); Excellent Report writing and Presentation skills; Facilitation; Coaching and mentoring. Analytical - Problem solving and decision making; Innovative and creative. Project Management - Apply project management methods and principles; Monitor and amend plans as necessary. Computer Literacy - MS Office, Visio, Access, Excel. Performance Auditing. Organisation Studies; Procedure and Method Studies; Work Measuring Techniques, extensive knowledge of Organisational Design, Organisational Functionality Assessment (OFA) & tools, Business Process Mapping and Tools and Operations Management tools.

DUTIES

: The successful candidate will: Develop organisational structures and manage establishment investigations to suit the needs of the Department; Consult management (on all levels) in the creation of the structure. Conduct OFA (create team, train team, provide, information, ensure information is gathered, analyse information draft recommendations, present final findings to EXCO,

Minister and the MPSA. Conduct workshops SWOT analysis etc. Quality control compilation of final structure, business case, process maps and report and have it approved (DG and Minister). Liaise with DPSA on structural changes and request concurrence. Ensure that posts are correctly defined to suit the needs of the Department. Facilitate the compilation of job descriptions on a five-yearly basis. Ensure establishment is maintained yearly (designation, salaries and status of posts). Provide a Job Evaluation Service to the Department (benchmarking). Ensure correct processes are followed for job evaluation requests. Ensure arrangements for job evaluation /benchmarking panel meetings are done. Ensure a comprehensive report for DDG / DG approvals are approved and implemented. Provide a procedure and method study service; Identify areas with problematic work processes. Ensure procedure and methods studies are conducted where necessary (Business process re-engineering, services as captured on the Service Delivery Model). Provide input into analysed data and develop solutions or alternative methods of procedures. Ensure alternative solutions are considered (office equipment, computerization etc.). Ensure work measurement techniques - Time Studies - Work Sampling etc. are utilised and applied correctly. Manage the development of process manuals and provision of training to clients on new processes / forms etc. are provided. Monitor implementation of new processes and refine as required. Manage the development of the SDIP and manage the monitoring and evaluation of the implementation thereof; Manage the development of a Service Delivery Model for the Department. Identify areas for service delivery improvement (monitoring complaints received). Manage the development of project plans for the implementation of SDIP. Facilitate workshops to develop service norms and standards (in terms of quantity, quality, timeliness, value for money, access and equity, service charters). Develop monitoring and evaluation programme for service delivery improvement plans. Monitor service delivery and report on progress to DG, Minister and DPSA Annually. Ensure database of reports and dashboards are updated constantly. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Stay informed on issues (management, approaches to work methods etc.). Determine line function needs by attending meetings/conferences/seminars. Initiate project teams/ monitoring progress and giving feedback to Management as required. Develop monitoring reports for DG and Minister. Manage the Sub-directorate; Provide guidance and supervision to staff. Monitor and ensure effective and efficient co-ordination of activities. Provide training and guidance to Interns. Provide input on Job Evaluations/Benchmarking and SDIP for the Annual Report. Assess training needs and determine suitable training courses for staff. Compile, and implement the sub-directorate's business plan and annual report. Report on Sub-Directorate's progress (quarterly reports, annual reports). Ensure individual performance is aligned to the strategic objectives/business plan of the unit. Keep informed on Departmental policies and regulations.

ENQUIRIES

: Ms V.C Sibeko Tel No: (012) 309 3868
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Organisational Development"

POST 32/55

: **DEPUTY DIRECTOR: IT SERVICE LEVEL MANAGEMENT REF NO: DOT/HRM/2021/69**
 (Branch: Transport Information Systems)
 (Chief Directorate: ICT Architecture & Operations)
 (Directorate: ICT infrastructure)
 (Sub-Directorate: Service Level Management)

SALARY REQUIREMENTS

: R733 257 per annum (Level 11), (All-inclusive salary package)
 : An appropriate NQF Level 6/7 in Information Technology or Computer Science, and at least 5 years' working experience in ICT 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 SITA Act and Regulations, Public Finance Management Act, Privacy of Personal Information Act, understanding of the Public Service; Good communications skills (oral and written), liaison/coordination and presentation/facilitation skills; A good command of computer literacy, including

server virtual technologies, online backup and replication systems, cloud computing, virtual conferencing technologies and Government transversal systems; 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. Note: The Following will serve as strong recommendations: ITIL Foundation certification. ITIL intermediate certifications will serve as an advantage. COBIT certification Experience in management of a Helpdesk system. Understanding of how the Service Desk, Incident and Problem Management underpin all other IT disciplines and how this affects customer service. Project Management, Problem Solving, People Management; A working knowledge of contract management. Must have a detailed and analytical approach with hands-on experience with Project management tools.

DUTIES

: The successful candidate will be responsible to: Maintain and improve IT service quality through a constant cycle of agreeing, monitoring and reporting on IT SLA. Perform on-going review of service achievements to ensure that the required and cost justifiable service is maintained and gradually improved. Manage service desk system. Translate IT processes and workflow to service desk system. Manage Customer Service Level Management. Manage Vendor and Contract Management. Ensure roles of external vendors are clearly defined, adhered to and continue to satisfy DOT business requirements. Manage IT requests on new IT related projects that the business require. Manage change requests on all hardware and software changes in all upgrades that happen in the IT infrastructure. Coordinate with vendors and external contractors and ensure effective completion of all IT projects within agreed service levels. Assist to ensure that service desk system is backed-up and replicated offsite to cater to disastrous situations. Manage change requests on all hardware and software changes in all upgrades that happen in the IT infrastructure. Manage plan and implement the strategy for the service delivery of a successful projects. Advise the Director: ICT Infrastructure on critical IT interventions measures in business.

ENQUIRIES
NOTE

: Mr Tshepo Chauke Tel No: (012) 309 3022
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: IT Service Level Management"