

## 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. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 26 November 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, ID document and license (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 post. All shortlisted candidates for 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 (NGS) has introduce 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.

## OTHER POSTS

- POST 40/62** : **SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2021/77**  
(Branch: Office of the Director-General)  
(Chief Directorate: Internal Audit and Fraud Investigations)  
(Directorate: Internal, Performance and IT Audits)  
(Sub-Directorate: Internal Audit)

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of 3 years tertiary qualification National Diploma or Degree (NQF level 6/7) as recognised by SAQA in Internal Auditing/Auditing qualification with 3 Years Internal Audit experience. Experience in auditing of Financial Statements. Plus, the following key competencies: Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA); Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics; Knowledge, proficiency and skill of auditing financial statements.

		Good interpersonal and communication skills (both written and verbal); Analytical skills, report writing; problem solving; project management skill, Computer Skills, Knowledge of audit tools as an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following: Evaluate the internal control systems, risk management and governance processes of the department; Evaluate and assess the reliability and integrity of financial information; Plan audit projects; Develop adequate audit procedures; Execute audit programme by gathering all relevant data and audit evidence; Document all audit findings and provide supporting evidence; Compile audit reports and discuss with clients; Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing; Perform follow up reviews to ensure that agreed action plans were implemented; Conduct ad-hoc audits.
<b><u>ENQUIRIES</u></b>	:	Ms Mpho Sepogwane Tel No: (012) 309 3336
<b><u>NOTE</u></b>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Internal Auditor"
<b><u>POST 40/63</u></b>	:	<b><u>OFFICE ADMINISTRATOR GRADE I VARIOUS POSTS REF NO: DOT/HRM/2021/78</u></b> (Branch: Various Branches)
<b><u>SALARY</u></b>	:	R208 584 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 6 qualification in Office Management, Public Administration or any relevant qualification with one (1) year experience OR Grade 12 with 4 years' relevant experience. Computer Literacy Certificate, Administration Skills Certificate and Record Keeping would be an added advantage Note: The following will serve as strong recommendations: Experience and ability to work with people; Excellent communication skills (written and verbal); Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Corel and Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction, both internal and external; Willingness to work irregular hours.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to: Provide administrative assistance to the Director: Manage the diary of the Director; Provide responses to the Director's e-mails and other correspondence as required; Organise travel arrangements (accommodation, car, etc.); Assist in the management of claims (S & T, monthly car allowance); Handle the Directorate's petty cash; Send and receive faxes and make photocopies; Handle procurement administration (purchasing and provisioning of stock and equipment) - Collect relevant quotes and order suppliers, Control stock and equipment through registers; Create a filing system for easy tracking of documents for the Director's office; Administer and maintain a database of stakeholders; Assist with project payments; Provide a secretarial support to the Director and Deputy Directors in the unit as and when required; Draft and type letters, agendas, minutes and other correspondence as necessary; Handle enquiries on behalf of the Director from stakeholders and members of the public; Arrange refreshments for meetings; Buy refreshment supplies for the office; Serve tea/coffee for Director/ visitors; Manage logistical and financial arrangements for the Director's official journeys; Organise workshops and strategic planning sessions for the Directorate / exhibitions at conferences / seminars / preparation for meetings; Draw up a leave schedule for the Director; Keep and maintain a leave register; Handle pay slips for the Directorate; Liaise with stakeholders. Document management: Ensure / co-ordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up); Co-ordinate the Directorate's quarterly reports for presentation at Branch meetings as well as the Department's executive meetings; Co-ordinate inputs and prepare presentations for meetings; Keep database on presentations; Prepare document packs for the monthly Directorate's meetings as well as the Branch executive meetings; Co-ordinate media and parliamentary queries and follow up; Ensure distribution of documents to other units; Distribute letters to stakeholders and other Government Departments; Maintain strict confidentiality when working with documents relating to staff, and confidential matters. Provide

workshop/meeting assistance to the Directorate: Keep a database on workshops/projects; Assist with co-ordination of workshop /project reports; Coordinate inputs and prepare presentations for meetings; Assist the manager to compile presentations; Render any other practical assistance required at workshop/project meetings; Perform internet searches for research purposes; Manage workshop/project payments; Provide secretariat support at project meetings as required. Chief User Clerk: Filling and signing of VAS 2 forms; Ordering stationery, equipment and furniture for the office; Monitoring office orders; Making follow ups on orders; Keep an inventory of stationary.

**ENQUIRIES**  
**NOTE**

- : Mr Peter Mailula Tel No: (012) 309 3357
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office Admin Grade I"