

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** : 20 December 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, 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.

POSTS

- POST 43/62** : **ORGANISATIONAL DEVELOPMENT OFFICER REF. NO: DOT/HRM/2021/81**
(Branch: Administration: Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Organisational Development and Change Management)
(Sub-Directorate: Organisational Development)
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF Level 6/7 in Management Services/Operations Management/Production Management/ BCom Management with at least 2 years minimum working experience. Note: The following key competencies are essential: Knowledge of Operations Management. Good communication skills (verbal and written), interpersonal, Co-ordinating and Organising skills. Project management. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working

hours when required. Be in possession of an unendorsed EB drivers' licence with actual two years driving experience.

DUTIES

: The successful candidate will: Develop organisational structures to suit the needs of the Department. Manage establishment investigations to ensure that posts are correctly defined to suit the needs of the Department. Provide a Job Benchmarking (Evaluation) Service for the Department. Provide a procedure and method study service Conduct work study investigations by applying time study, method study, unit costing and fulltime equivalent techniques to determine the required number of personnel required. Participate in developing a SDIP and perform monitoring and evaluation of the implementation thereof by visiting institutions. Map processes for the department and service delivery areas and develop standard operating procedures and business models Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Perform ad-hoc investigation into office equipment, labour saving devices, (computers, photo-copiers, printers etc).

ENQUIRIES

: Ms L Forssman, Tel No: (012) 309 3148

NOTE

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Organisational Development Officer"