

## 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 White male / female, 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** : 18 February 2022
- NOTE** : Applications must be accompanied by form Z83, 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). 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. Furthermore, these posts are being re-advertised and candidates who applied previously must re-apply if they're still interested in the posts.

## MANAGEMENT ECHELON

- POST 04/120** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2022/02**  
Branch: Administration
- SALARY** : R1 521 591 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An appropriate Bachelor degree in Public Management or Human Resource Management / Law degree / International Relations / Communication / B.com or equivalent degree at NQF level 7 qualification and a post graduate qualification on NQF level 8 as recognized by SAQA and SMS pre-entry certificate with at least 8 to 10 years' relevant experience at a Senior Management level. Note: The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes,

**DUTIES**

sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

: The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES**

: Mr M Madiya i Tel No: 012 309 3172

**NOTE**

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director-General: Corporate Services"

**POST 04/121**

: **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2022/03**  
Branch: Civil Aviation

**SALARY**

: R1 521 591 per annum, (all-inclusive salary package) of which 30% can Structured according to individual.

**CENTRE**

: Pretoria (Head Office)

**REQUIREMENTS**

: Bachelor Degree in Science / Civil Aviation / Engineering / Transport Economics / Transport Planning / Administration / Management / Law / Social Sciences or equivalent degree at NQF level 7 and a post graduate qualification at NQF level 8 as recognised by SAQA and 8 - 10 years' senior management experience in Civil Aviation and thorough knowledge of the aviation industry. Note: The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).

**DUTIES**

: The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa's framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the provision of aviation economic analysis services and the regulation and

development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch.

**ENQUIRIES** : Mr M Madiya, Tel No: 012 309 3172  
**NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director-General: Civil Aviation"

#### **OTHER POSTS**

**POST 04/122** : **DEPUTY DIRECTOR: RURAL TRANSPORT NETWORKS PLANS REF NO: DOT/HRM/2022/04**  
(Branch: Public Transport)  
(Chief Directorate: Rural and Scholar Transport Implementation)  
(Directorate: Rural Transport Implementation)

**SALARY** : R882 042 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a recognised NQF level 7 (degree) qualification as recognized by SAQA in Transport Economics/ Transport planning or Public Management coupled with at least 5 years relevant experience of which 3 years must be at Assistant Director Level. Knowledge and Skills Required: Knowledge of Rural Transport Strategy and public transport environment. Sound knowledge of National Land Transport Act. Development and implementation of Public Transport Network plans. Stakeholder management with understanding of Intergovernmental Relation Frameworks and processes. Strategic and leadership capabilities, financial and project management skills. Analytical and problem-solving skills. Excellent computer skills, verbal and written communication skills, Possession of a valid driver's license and must be willing to travel and work irregular hours.

**DUTIES** : Develop and implement rural transport strategies programme and operational plan. Manage the implementation of rural transport implementation framework. Facilitate the development and implementation of Integrated Public Transport Network (IPTN) plans in District Municipalities. Monitor and evaluate the development and implementation of Rural Transport Network Plans. Facilitate the development of provincial plans. Conduct project feasibility studies and assessments. Develop institutional support framework and monitoring system. Provide technical support to provinces and district municipalities in developing and implementing Integrated Public Transport Network plans. Manage the Sub-Directorate Rural Transport Network plans. Compile the strategic plan and annual performance plan for the sub directorate.

**ENQUIRIES** : Ms. Joyce Moabi Tel No: (012) 309 3236  
**NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Rural Transport Network Plans"

**POST 04/123** : **DEPUTY DIRECTOR: TRAVEL SERVICES REF NO: DOT/HRM/2022/05**  
(Chief Directorate: Corporate Management)  
(Directorate: Travel and Facilities Management)  
(Sub-directorate: Travel Services)

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized NQF level 6/7 (Diploma or degree) in Public Management/ Administration or Finance or Procurement/ Supply Chain Management or Tourism or related field with 5 years' experience in the travel procurement environment 3 years of which must be on ASD level. Knowledge and skills: Compilation of management reports. PFMA, Treasury Regulations and Instructions (as and when they are released). Communication: Verbal & Written communication - English - above average, computer literacy and governance related to information. Financial management: Compiles and manages 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. Project/Programme management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting).
<b><u>DUTIES</u></b>	:	Manage departmental travel requirements: Ensure that policies, agreements and contracts relating to travel services are in place and are in line with both industry norms and the public sector requirements. Ensure that the prescripts of the policy and provisions for the related contracts are applied appropriately to the benefit of the Department in terms of cost effectiveness and efficiency. Facilitate the procurement of travel requirements after normal working hours. Manage /administer the travel related contracts used in the department: Manage, implement and monitor the deliverables in terms of the SLA with contracted travel management company. Manage subsidized transport, policies and contracts. Ensure that the prescripts of the policy and provisions for the related contracts are applied appropriately to the benefit of the Department in terms of cost effectiveness and efficiency. Negotiate advantageous deals for transportation, hotel accommodations, flight discounts etc. and manage the agreements. Human resource management: Evaluate the performance of staff against the best practices for the provision of the support in respect of the section and identify the areas where training is required. Plan, organize and control activities pertaining to the component. Manage the assets of the Sub directorate. Manage the work quality and performance of staff. Financial management: Co-ordinate and finalize all audit enquiries in respect of travel related services. Identify areas where fruitless and wasteful expenditure occur and manage irregular, fruitless and wasteful expenditure incurred with the procurement and use of travel services (No shows, losses and damages, and exceeding approved budget). Determine that procurement is in accordance with policy requirements, is cost effective and within the agreed framework. Determine that the travel accounts are verified, paid and reconciled and reported as per Departmental prescripts and problem areas are addressed appropriately.
<b><u>ENQUIRIES</u></b>	:	Ms Itumeleng Lehari Tel No: 012 309 3832
<b><u>NOTE</u></b>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Travel Services"
<b><u>POST 04/124</u></b>	:	<b><u>ASSISTANT DIRECTOR: RURAL TRANSPORT STRATEGY REF NO: DOT/HRM/2022/06</u></b> (Branch: Public Transport) (Chief Directorate: Rural and Scholar Transport Implementation) (Directorate: Rural Transport Implementation)
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a recognised NQF level 6/7 (Diploma or Degree) in Transport planning/ Transport Management or Public Management/ Administration. Three years' experience in transport planning and or rural development environment. Knowledge and Skills Required: Development of rural transport strategies and implementation plans. Project management and analytical skills are critical. Stakeholder management with understanding of the Intergovernmental Relations framework and processes. Knowledge of National Land Transport Act, Public Transport Planning and management is key. Understanding of Public Finance Management Act. Possession of a valid driver's licence and be willing to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Facilitate the development, review, and implementation of Rural Transport Strategy. Provide assistance to the provinces and municipalities with the development and implementation of rural transport programmes. Manage the implementation of the Rural Transport Strategy. Facilitate the integration of various forms of Non-Motorised Transport (NMT). Conduct project feasibility studies. Monitor and evaluate reports on the implementation of transport programmes. Coordinate the development of rural transport implementation reports. Participate in the formulation of business plans for the Sub directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Joyce Moabi Tel No: (012) 309 3236

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Rural Transport Strategy"
- POST 04/125** : **ASSISTANT DIRECTOR: LOGIS REF NO: DOT/ HRM/ 2022/07**  
 (Office of the Chief Financial Officer)  
 (Directorate: Supply Chain Management)  
 (Sub-directorate: Logistics Management)
- SALARY** : R382 245 per annum (Level 09), (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised NQF level 6/7 in Supply Chain Management / in Logistics/ Equivalent qualification and 3 years' relevant experience in the field of Logis within Supply Chain Management. Note: The following will serve as a strong recommendation: Knowledge of Orders, Payment and Stores duties, Experience of LOGIS, Proven knowledge of Government procurement procedures and regulations: PPPFA, knowledge of the PFMA and Treasury Regulations, Ability to capture information accurately and in detail, High level of computer literacy, Good communication skills both verbal and written, Confidence, confidentiality and reliability, Ability to work under tight deadlines and pressure, Must be willing to work beyond normal working hours when required.
- DUTIES** : Manage Logis System Controller activities, Verify allocation codes as per SCOA, Manage the procurement of goods and services from capturing requisition until payment on Logis, Compile Logis quarterly and annual report for commitment, Inventory and Accruals. Conduct assets payment reconciliation between BAS and LOGIS. Manage the receipt of goods and services. Manage all BAS and LOGIS payments of goods and services, Training of Chief Users and Chief User Clerks, Manage the safeguarding of stores and equipment, Manage the ad hoc, quarterly and annual stock takes of issued stock. Assist in the development and maintaining of Procedure Manuals for Supply Chain Management. Assist with the development of Supply Chain Policies and Manage subordinates.
- ENQUIRIES** : Ms Vhonani Tshipapa Tel No: 012 309 3287  
**NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Logis"