

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
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be accompanied by form Z83, 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). 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 05/105** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DOT/HRM/2022/08**
Branch: Office of the Director-General
- SALARY** : R1 251 183 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 Equivalent qualification in Public Administration/ Management. A relevant postgraduate qualification will be an added advantage. 6-10 years relevant experience of which 5 years must be on Senior Management Level in the Public Service. Proven track record in strategic management. Knowledge and experience of Parliamentary & Cabinet legislative processes as well as political awareness and familiarity with broad lines of government policy. Note: The following will serve as recommendation: Excellent communication skills Verbal & Written communication (English above average), Excellent Computer literacy and Governance related to information. Good financial management,

DUTIES

strategic capability and leadership, people management and empowerment, programme and project management, client orientation and customer focus and change management.

: The successful candidate will: Render strategic support to the Director-General. Act as Director-General's principle point of contact with the Department and stakeholders. Plan, in consultation with the Director-General's PA, the Director-General's daily, weekly and monthly plans. Brief the Director-General on policy/admin matters. Coordinate Minister and DG's speeches as required. Request input and co-ordinate, consolidate information on relevant issues, compile handover reports, progress reports and speaking notes for Director-General, attend meetings as instructed, compile action lists, write reports and brief Director-General on implementation of resolutions. Draft high-level communication on internal and external, national and international issues for the Director-General's signature. Manage external and internal liaisons. Ensure close working relations with Committee Chairs, Clusters, Forums and stakeholders through the provision of information, research assistance and regular briefings on policy & legislation. Ensure the maintenance of efficient internal & external information flows between the Minister, Director General, Department and stakeholders. Enhance NDoT's image within the transport sector and the public arena by building positive public relations. Ensure the establishment and maintenance of contact with government officials, community leaders and community organizations. Liaise with CEO's of Agencies and public enterprises on behalf of Director-General. Liaise with other departments on all matters relating to intergovernmental relations protocols. Manage the department's input to the parliamentary process. Circulate cabinet memorandums and ensure effective input is provided. Monitor timely responses on cabinet memorandums and ensure placement on cabinet agenda. Provide strategic direction to staff of the department on the compilation of cabinet memoranda, Cabinet Lekgotla documents and responses to parliamentary questions. Monitor the provision of accurate and timely responses to all Parliamentary questions. Oversee cluster participation and performance of the Department. Ensure the Department participate in cluster meetings. Provide strategic support to the Office of the Director – General with reference to FOSAD Cluster matters. Ensure inputs and reports for all FOSAD (Forum of South Africa Directors-General) Clusters are prepared effectively. Manage GDYC in the component. Responsible for leading and coordinating the fulfilment of South Africa's mandate to realise gender equality and the empowerment of women and girls and their full and equal enjoyment of all human rights and fundamental freedoms. In the Department. Manage the focussed research, monitoring, evaluation, reporting and support in respect of the development and implementation of policies, systems and practices for the GDYC Programmes of the Department. Manage the Office of the DG. Ensure that the DG has an effective support service for all activities. Ensure the maintenance of efficient internal & external information flows between the Ministry, Head Office and Cape Town officials and stakeholders. Prepare the Budget for the Office of the Director-General.

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. "Chief Director: Office of the Director-General"

POST 05/106

: **CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2022/09**
Branch: Rail Transport

SALARY

: R1 251 183 per annum, (all Inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate NQF level 7 in Transport Economics, Transport Management Engineering, Political Science, Policy Studies and LLB recognized by SAQA and SMS pre -entry certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognized NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Compilation of management reports. Sound knowledge of Public Finance Management Act (PFMA). computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme

Management, Client Orientation, Customer Focus and Change Management. Knowledge of government legislative and Policy development processes. Excellent communication skills (verbal and writing).

- DUTIES** : Lead the development of policy and strategy for the rail industry in South Africa. Development of a regulatory framework for rail sector including the legislation. Manage the stakeholder engagement on policy issues to provide strategic direction and develop trends for the sector. Development of rail economic regulation framework by providing advice in the development and implementation of economic regulation framework. Manage the development of rail transport safety and security through development of regulatory tools. Analyze and advise on reports/investigations pertaining to rail safety. Provide regulatory oversight to PRASA and RSR to ensure alignment and implementation of policy directives by rail entities. Manage and control the chief directorate by establishing and maintaining governance and administrative systems continuity within the work of the branch. Ensure the compilation of the annual report and strategic plan of the chief directorate.
- ENQUIRIES** : Mr N Makaepa Tel No: 012 309 3541
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Rail Regulation"

OTHER POSTS

- POST 05/107** : **DEPUTY DIRECTOR: EMPLOYEE ENGAGEMENT REF NO: DOT/HRM/2022/14**
Branch: Administration (Office of the Chief Operations Officer)
Chief Directorate: Communication
Directorate: Internal Communication
Sub-directorate: Employee Engagement

- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Recognised Degree (NQF level 7) in Communication / Journalism / Media Studies / Marketing Management / Public Relations or equivalent relevant tertiary qualification as recognised by SAQA plus five (5) years working experience of which three (3) years must be at Assistant Director Level. The following will serve as a recommendation: communication skills (verbal and written), financial management, strategic capability and leadership, people management and empowerment, project/programme. Computer literacy. Ability to work under pressure and meet deadlines. A valid driver's license and willingness to travel.

- DUTIES** : The successful candidate will: Manage internal communication and events services. Support DOT events and projects initiatives with planning, organisational and communication strategies. Develop Internal Communication Strategy. Monitor implementation of communication strategy within the department. Integrate the Internal communication strategy with that of the broader government communication strategy. Disseminate internal Department communication information and liaison with all staff. Keep staff updated with news reports and other information. Liaise and coordinate with branches regarding the consolidation of content for the website, annual report and strategic document. Assist with the publication of the annual report and strategic document. Disseminate information from other government department to staff. Advise staff on departmental projects and programmes. Keep employees abreast of developments about government's programme of action. Manage Communication Channels. Traffic control of messages to the relevant channel. Approve content for internet publication/broadcast. Conduct ongoing survey on efficacy of communication channels. Provide mechanisms of feedback from staff. Manage internal events for the Department. Liaise with appropriate branches regarding departmental events. Planning, coordination and implementation of department's calendar of events. Monitor the implementation of departmental events. Provide support and coordinate staff meeting. Manage the sub directorate. Provide input into the Budget of the Directorate. Manage the assets of the Sub-directorate. Provide guidance to staff. Manage the work quality and performance of staff, Provide input into the strategic and annual reports of the Directorate.

- ENQUIRIES** : Mr C Msibi Tel No: 012 309 3406

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Employee Engagement"
- POST 05/108** : **ASSISTANT DIRECTOR: LAN AND DESKTOP SUPPORT REF NO: DOT/HRM/2022/15**
 Branch: Transport Information Systems
 Chief Directorate: ICT Architecture and Operations
 Directorate: ICT Infrastructure
 Sub-directorate: LAN and Desktop Support
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09), (all-inclusive salary package)
 : Pretoria
 : An appropriate Bachelor's Degree in Information Technology and at least 3 years relevant experience in Information technology / 3 years National Diploma in Information Technology Related Studies and at least 4 years relevant experience in Information technology. The following key competencies and attributed are essential: Knowledge of Cisco routers and HP switching technology. Knowledge of Microsoft and Novell/SUSE server administration, data backup and recovery process. ITIL foundation certification will be an added advantage. HEAT call logging system knowledge. Planning and organizing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; Willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.
- DUTIES** : The successful candidate will be responsible for the following: Manage the network and render a support services to users in the Department. Maintain High availability of systems (Networks & WAN). Use management software to identify and locate faults and problem areas. Perform Microsoft and Novell/SUSE server administration. Perform network monitoring and desktop support. Management of remote home systems (after hours standby service). Manage switching cabinets. Provide support for video conferencing equipment, mobile communication devices. Management of HEAT helpdesk system. Assist with service level management with internal users and suppliers. Provision of calls reporting to management. Zenworks management on computing equipment patching and imaging release. Maintain computer network disaster recovery (DR) procedures. Ensure backups are replicated to DR and tapes are properly stored on daily basis. Advice on new technology. Provide client relationship management. Supervise Senior IT Technologists. Train and develop subordinates.
- ENQUIRIES** : Mr E Manyaka Tel No: 012 309 3704
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: LAN and Desktop Support"