

NATIONAL 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** : 04 April 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 (NSG) has introduced 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.

OTHER POSTS

- POST 10/88** : **DEPUTY DIRECTOR: ROAD ACCIDENT AND INCIDENT INVESTIGATION**
REF NO: DOT/HRM/2022/27
(Branch: Road Transport)
(Chief Directorate: Road Transport Regulation)
(Directorate: Road Traffic Legislation and Standards)
- SALARY** : R882 042 per annum (Level 12) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognized NQF level 6/7 qualification in Project Management/ Civil Engineering/ Transport Management with 5 years' relevant experience of which 3 years should be at Assistant Director level and an experience in Road Incident Management Systems, Accident and Incident Investigations will be an advantage. Knowledge and understanding of Government policies, programmes and priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills, excellent interpersonal skills, proven planning, organizing and project management skills. Candidates must have excellent verbal and written communications skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer), the ability to work accurately and independently. Candidates must also have sound inter-personal relations,

- negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports and submissions are essential. Candidates have to be in possession of a valid driving license.
- DUTIES** : Evaluate accident reports from agencies with recommendations on legislation changes, consult with relevant role players, develop and maintain policies, framework, procedures and legislation framework regarding accident investigations, liaise with relevant stakeholders regarding legislation and regulations, represent the department at technical structure meetings, liaise with investigators (RTMC) regarding accidents, inform stakeholders about all major accidents, update accident database on weekly basis, provide monthly reports on accidents investigations, ensure accident reports are received from the investigating Agency, monitor the implementation of the recommendations, liaise with provinces and agencies through structure meetings to enhance implementation, ensure relevant role players are informed regarding trends to implement countermeasures. Prepare report on implementation to the Deputy Director-General, provide guidance and supervision to staff, assess training needs on a quarterly basis and determine suitable training courses for staff, report Sub-directorate's progress, compile business plan, annual report, and progress report Mr John Motsatsing, Tel: 012 309 3574/3114
- ENQUIRIES NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Road Accident and Incident Investigation"
- POST 10/89** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2022/28**
Branch: Integrated Transport Planning
Sub-Directorate: Project Management and Financial Administration
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11) (All-inclusive salary package)
: Pretoria (Head Office)
: A recognised NQF Level 6 / 7 in Public Management / Administration/ Financial Management/ Accounting/ B Admin qualification with five years' experience of which three (3) years must be at ASD Level. Note: The following will serve as recommendations: Financial Management. Human Resource Management. Public Financial Management. Planning and Organising. Project Management skills. Computer Literate. Strategic Planning. Communication Skills (Verbal from the highest to the lowest level and excellent written skills. Customer Service. He or She must be in possession of a valid driver's license and be willing to travel extensively and work beyond the normal working hours.
- DUTIES** : Provide financial management of the Branch. Planning for the respective Medium-Term Expenditure Framework (MTEF) budget cycle i.e. Compilation and consolidation of budgetary inputs etc. Forecasting expenditure and expenditure trends. Ensure funds are committed under the correct budget allocation. Monitor programme/sub-programme/responsibilities budget for over and under expenditure. Virement and shifting of funds within and across programme/sub programmes/responsibilities. Take effective and appropriate steps to prevent and Report unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with the provisions of all the applicable legislation i.e. Public Finance Management Act (PFMA) and Treasury Regulations. Render strategic support service to the Branch. Represent the branch in the Strategic Planning Coordinating Committee. Manage the submission of the quarterly and annual performance reports as well as the subsistence of the portfolio of evidence in terms of the technical indicators [linked to the APP. Coordinate and Consolidate and draft input for Strategic Plan, Annual Performance Plan, Business Plan, Quarterly Report, Annual Report and Accounting Officer Report for the Branch. Contribution/responding to Parliamentary Questions. Liaison with stakeholders as required by the DDG by attending to internal and external queries. Ensure the effective, efficient, economical and transparent use of financial and other resources. Comply with the provisions of the PFMA including any delegation and instructions. Prepare monthly expenditure projections and highlight possible savings to the CFO. Render logistical and related support to officials seconded abroad. Ensure compliance to risk management requirements. Provide an office support service to the Branch w.r.t. personnel, tenders, acquisition, registration and photocopying. Coordinating all HR matters within the DDG's office and entire Branch. Provide guidance and training of staff.
- ENQUIRIES** : Ms Rirhandzu Mashava Tel No: (012) 309 3197

NOTE

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