

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** : 11 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 (NGS) 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 11/77** : **DEPUTY DIRECTOR: SYSTEMS, SERVICES AND INSTITUTIONAL DEVELOPMENT REF NO: DOT/HRM/2022/25**
(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 (Head Office)
- 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 : 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. Develop and implement rural transport strategies programme and operational plan. Facilitate the development and implementation of Integrated Public Transport Network (IPTN) plans in District Municipalities. Conduct project feasibility studies and assessments. Develop institutional support framework and monitoring system. Facilitate the integration of various forms of Non-Motorised Transport (NMT). Manage the Sub-Directorate Systems, Services and Institutional Development. 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: Systems Services and Institutional Development"

POST 11/78 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOT/HRM/2022/26**
(Branch: Office of the Director-General)
(Chief Directorate: Strategic Planning and Cluster Coordination)
(Directorate: Strategic Planning and Monitoring)
(Sub-Directorate: Performance Monitoring and Evaluation)

SALARY : R382 245 per annum (Level 09) (All-inclusive salary package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An appropriate NQF level 6/7 in Business Management / Public Administration or equivalent with three years (03) years relevant experience in monitoring and evaluation within the Public Sector. Knowledge and understanding of the legislative and policy framework informing the field of monitoring and evaluation as well as the ability to interpret and implement all relevant legislation, Computer literate and working knowledge of the Microsoft Office package, stakeholder liaison, coordination and problem-solving skills. Knowledge of development of annual and quarterly reports, business plans and reporting requirements. Knowledge and application of project management. Experience of having conducted monitoring and evaluation. Good interpersonal relations. Ability to work well under pressure and deadline oriented.

DUTIES : Conduct research towards ensuring that the Department's policies and strategies remain in line with national and provincial guidelines and frameworks. Generate, customize and communicate reports to relevant stakeholders. Collect and collate inputs from all Branches towards the development of Quarterly Reports, Business Plans and Annual Reports of the Department, and ensure finalisation and routing thereof. Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to resources / verification of documents as required by the Auditor-General, and assist with the implementation of performance measurement frameworks and policies. Participate in the design and implementation of evaluations. Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings / fora. Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives. Provide support in the development of monitoring and evaluation tools. Participate in coordination of management responses to audit findings on performance information (Departmental Internal Audit and Auditor-General of South Africa). Participate in the identification of risks to achievement of shareholder objectives, and provide assistance to branches in implementing risk reduction measures. Liaison with relevant departments and other stakeholders over monitoring and evaluation. Conduct spot checks on progress of departmental projects on a regular basis and liaison with Departmental Branch Coordinators. Administrative management of the sub-directorate. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

ENQUIRIES : Ms. Hlengiwe Ngwenya: Tel: (012) 309 3313

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Monitoring and Evaluation"
- POST 11/79** : **HUMAN RESOURCE ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2022/29**
 Branch: Administration (Chief Operating Officer)
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resources Management and Administration
 Sub-Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7)
 : Pretoria (Head Office)
 : An appropriate NQF Level 6/7 as recognised by SAQA in Human Resource Management with at least 2 years relevant experience Plus PERSAL Certificate. Knowledge and Skills: Knowledge and Understanding of Determination on leave in the Public Service And PILIR; PERSAL system; Personnel Administration Standards; Public Service Regulations; Public Service Act; Public Service Staff Code; State Guarantee Scheme; Home Owner Allowance Scheme; MMS and SMS. Pension Acts and Rules; . Appointments; Staff Mobility; Service Conditions and Benefits; Performance Reporting; Promotions and Other Service Benefits. Basic Conditions of Employment Act; Reporting formats and Procedures; Departmental Policies and Delegations; PSCBC Collective Agreements; Skills: Conflict resolution? Communication (written and verbal), Telephone. etiquettes Organising Customer Liaison Computer literacy.
- DUTIES** : Render an information and administrative human resource services; Administer the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR); Administer the implementation of the Long Service Recognition; Administer PERSAL and Render an Auxiliary services to the Sub-Directorate.
- ENQUIRIES NOTE** : Ms Sanet Janse Van Vuuren, Tel no: 012 309 3211
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resource Administrative Officer"
- POST 11/80** : **PROCUREMENT ADMIN ASSISTANT REF. NO: DOT/HRM/2022/30**
 (Branch: Office of the Chief Financial Officer)
 (Chief Directorate: Financial Administration and SCM)
 (Directorate: Supply Chain Management)
 (Sub-directorate: Asset Management)
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06)
 : Pretoria (Head Office)
 : A recognised NQF Level 6 in Logistics/Commercial studies with 1 year relevant experience or Grade 12 Certificate with 4 years relevant experience. Note: The following will serve as a recommendation: Proven knowledge of Governments procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations, Ability to capture information accurately and in detail, Leadership and management skills, High level of computer literacy, Good communication skills (verbal and written), Interpersonal relationship, Co-ordinating and organising skills, Telephone etiquette, Confidence, confidentiality and reliability, Ability to work under tight deadlines and pressure, Must be willing to work beyond normal working hours when required.
- DUTIES** : The successful candidate will be responsible for the following: Administration of Assets, Recording of asset (receipt/movement), Stock take, Disposal of assets, Monitor and record all movement of assets, Keep the departmental Asset Register updated on a continuous basis, Assist in asset financials and audit queries, Barcode and record new assets on receipt voucher, Capturing of assets bar codes on LOGIS System, Capturing of asset movement on selection BAMV, Conduct the annual stock take and assist with the preparing the report, Assist with the investigation of all shortages/surpluses, Identify and report obsolete, unserviceable or redundant assets for disposal, Keep record of asset movement, disposal, stock take reports.
- ENQUIRIES NOTE** : Mr Victor Nemukombame, Tel: (012) 309 3880
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Assistant"