

**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](mailto:Recruitment@dot.gov.za).
- CLOSING DATE** : 19 April 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 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.

**OTHER POSTS**

- POST 12/59** : **DEPUTY DIRECTOR: ICT AUDITS REF NO: DOT/HRM/2022/31**  
Branch: Office of the Director-General  
Chief Directorate: Internal Audit & Fraud Investigations  
Directorate: Internal, Performance and ICT Audit  
Sub Directorate: Assurance Audits
- SALARY** : R744 255 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognised NQF level 6/7 in Internal Audit/IT Auditing/Computer Science/ information Systems with 5 years of which 3 years on an ASD level Certified Information System Auditor (CISA) qualification will be an added advantage. Certified Information Security Manager (CISM) as an added advantage. Registered member with a professional body of Institute of Internal Auditors (IIA) and/or Information Systems Audit and Control Association (ISACA) would be an advantage. Note: The following will serve as recommendations: Substantial experience in internal / IT auditing or relevant environment. Detailed knowledge of PFMA, Treasury Regulations and other relevant legislation. Knowledge of the International Standards for the Professional Practise of Internal Auditing. ICT Audit Standards and COBIT (control objectives for information related technologies) framework. Understanding of performance management system would be advantageous. Knowledge of the Public Service and applicable legislation. Public Audit Act, King IV Report,

- Management experience, Excellent verbal, liaison and writing communication, Planning and co-ordinating skills, Good problem solving and presentation skills, Willingness to work irregular hours.
- DUTIES** : The successful candidate will be responsible for: Planning ICT Audits. Development of three-year and annual ICT audit plans. Assess the control environment, risk management, as well as governance processes. Executing ICT Audits. Perform and/or manage the execution of audit projects as per annual operational plan. Reporting on ICT Audit Projects. Generate reports to Senior Management, Executive Management and the Audit Committee on the Implementation of the DOT's strategies and plans. Follow up on implementation of ICT Audit findings. Management of the ICT Sub-Directorate. Compile quarterly activity reports on performance against approved ICT audit plan for submission to EXCO and Audit Committee meetings.
- ENQUIRIES** : Ms Bongzi Mngwazi, Tel: (012) 309 3220
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: ICT Audits"
- POS 12/60** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2022/32**  
Branch: Office of the Chief Financial Officer  
Sub-Directorate: Project Management and Financial Administration
- SALARY** : R744 255 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognised NQF Level 6/ 7 qualification in Public Management / Public Administration or Business Administration or Financial Management with five years' relevant experience of which three (3) years must be at Middle Management (Assistant Director 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 service to 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. Veriment 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 submittance of the portfolio of evidence in terms of the technical indicators linked to the APP. Coordinate consolidate and draft input for Strategic Plan, Annual Performance Plan and 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 entire Branch. Provide guidance and training of staff.
- ENQUIRIES** : Mr. Ngoako Rapholo Tel No: (012) 309 3603
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Project Management and Financial Administration CFO"

- POST 12/61** : **ASSISTANT DIRECTOR: LICENSING REF NO: DOT/HRM/2022/33**  
 Branch: Civil Aviation  
 Chief Directorate: Aviation Policy and Regulations  
 Directorate: Air Transport  
 Sub-Directorate: Licensing and Permits
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10) (All-inclusive salary package)  
 : Pretoria (Head Office)  
 : A recognised NQF level 6/7 in Public Administration/Public Management/ Transport Management/ Law/ International Relations/ Transport Management and Logistics with a minimum of 3 years relevant working experience in Civil Aviation environment/Public Service. The following will serve as a recommendation: Excellent knowledge of the International Air Services Act, Act 60 of 1993 and the Air Services Licensing Act, Act 115 of 1990 and its Regulations, PFMA and Treasury Regulations, South African Civil Aviation Legislation, International frameworks that regulate civil aviation Air transport Environment, Global Development within Civil Aviation. Good communication skills, Management and good interpersonal skills, financial skills, Analytical skills and Policy Development skills, Report writing and problem-solving skills and good project management skills.
- DUTIES** : The successful candidate will be responsible for the following: Facilitate the processing of air service licences and international air services licences; Research, investigate issues/ complaints, make recommendations and compile report on the activities of the ASLC and IASC; Processing the applications for International and Domestic Licenses in terms of the International Air Services Act and the Regulations; Produce Reports for the Air Service Licensing and International Air Services Councils' Annual Report; Actively participate in international multilateral, regional forums to formulate new action developments; Oversee logistical arrangements including travel, remuneration and accommodation and dissemination of information; Contract Management; Participate in project teams to achieve a multidisciplinary approach to meet set objectives of the Department; Manage the section.
- ENQUIRIES NOTE** : Mr. Mashupye. Ntjane, Tel No. 012 309 3029  
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Licensing"
- POST 12/62** : **ASSISTANT DIRECTOR: TAXATION AND DEBT MANAGEMENT REF NO: DOT/HRM/2022/34**  
 Branch: Office of the Chief Financial Officer  
 Chief Directorate: Financial Administration and Supply Chain Management  
 Directorate: Financial Administration  
 Sub-Directorate: Salary Administration, Taxation and Debt Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09) (All-inclusive salary package)  
 : Pretoria (Head Office)  
 : A recognised NQF level 6/7 Bachelor's Degree / National Diploma in Financial Accounting with at least five years relevant experience of which three years should have been at a supervisor level. Good knowledge and experience in Income Tax and tax reconciliations, working knowledge of the Basic Accounting System (BAS) and Persal, Sound knowledge of the PFMA and the Treasury Regulations, Computer literate with MS Word and MS Excel, Excellent interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, Planning and organizing skills, Management and leadership skills, Decision making skills
- DUTIES** : The successful candidate will: Perform and ensure that all package structuring requests are processed accurately and timeously; Advise SMS and MMS members on salary package requests; Check all calculations and supporting documents for correctness & ensure timely approval and payment to SARS; Ensure that monthly EMP201 for PAYE deduction are prepared and filed with SARS; Ensure that monthly, bi-annual and annual Tax reconciliation are prepared and timeously send to SARS without any differences; Ensure that manual IRP5 totals balances with amounts paid to SARS and manual IRP5's are captured on the Easy file employer software; Ensure that the EMP501 is submitted on time to SARS, to avoid interest and penalties; Perform tax, pension and medical aid calculations; Review and approve all Tax transactions on BAS and PERSAL; Ensure that all debtors have been recorded in the Debt account and interest is charged according to the policy; Ensure that all debtors

		are followed-up and monthly debt statements are forwarded to the debtors; Follow-up cases handed over to the State Attorney and check progress report; Attend to payments and enquiries; Liaise with the South African Revenue Services, administrators of pension funds and medical aid schemes, and Ensure compliance to legislation, policies and prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr. Johan Nel, Tel No. 012 309 3627
<b><u>NOTE</u></b>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Taxation and Debt Management"
<b><u>POS 12/63</u></b>	:	<b><u>PROCUREMENT ADMIN OFFICER: LOGIS SYSTEM CONTROLLER REF NO: DOT/HRM/2022/35</u></b> Branch: Office of the Chief Financial Officer Chief Directorate: Financial Administration & Supply Chain Management Directorate: Supply Chain Management Sub-Directorate: Logis
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07) (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 6/7 in Supply Chain Management or in Logistics, Supply Chain Management, equivalent qualification with 2 years' relevant experience in the field of Supply Chain (Logis System Controller) or grade 12 with 5 years' relevant experience. The following will serve as a strong recommendation: Knowledge of System Controller duties. Knowledge of LOGIS; Proven knowledge of Governments procurement procedures and regulations: PPFA, 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.
<b><u>DUTIES</u></b>	:	Create new users on LOGIS and ensure that users are added to correct workflow on LOGIS system, Identify and remove duplicate user profiles on LOGIS, Ensure that all reports and User registrations forms from LOGIS are filed, Maintain departmental code structure and parameters on LOGIS. Ensure that all financial transactions are posted to the correct cost centre. Enhance training & capacity development for Logis Users. Add LOGIS printers when need arise. Authorise transactions on LOGIS and Logis on line. Monitor request older than one month & unauthorized transactions Log calls at LOGIK centre. Attend LOGIS meetings/ workshops at Treasury and relay system notices/ messages received from LOGIS help desk to users. Serve as a link between departmental LOGIS users and LOGIK Centre Monitor, maintain daily, monthly and annual execution of Logis reports.
<b><u>ENQUIRIES</u></b>	:	Ms Vhonani Tshipapa, Tel no: 012 309 3287
<b><u>NOTE</u></b>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Officer: Logis System Controller"
<b><u>POS 12/64</u></b>	:	<b><u>PROCUREMENT ADMIN ASSITANT: ORDERS REF NO: DOT/HRM/2022/36</u></b> Branch: Office of the Chief Financial Officer Chief Directorate: Financial Accounting and Supply Chain Management Directorate: Supply Chain Management Sub-Directorate: Logistics Management
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06) (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 6/7 in Logistics Commercial studies / or equivalent qualification with two years relevant experience in SCM (Logis) or grade 12 with 4 years' relevant experience. Note: The following will serve as a strong recommendation: Must have knowledge of Supply Chain Management procedures, policies and prescripts (PFMAI PPPFA, National Treasury Regulations). Should possess the following skills: Computer literacy (Ms Office suite), LOGIS report writing skills and analytic skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Ability to work under pressure and willing to work after hours when expected.

**DUTIES**

: Captures data on LOGIS Mainframe. Ensure the correct placement of orders to relevant suppliers and that the quotations are valid before processing Mail and Fax orders to suppliers. Daily liaise with clients, suppliers, Chief user clerk and system controller. Submit the orders to transit for filling O — 9 file. Ensure the budget codes are valid before authorization. Assist in LOGIS Office with other daily activities. Administration of system and manual orders / (Dispatch order). Prepare manual payments for all orders. Daily follow up on invoices for all services rendered for catering. Render relieve support to posting clerk, system controller and store clerk.

**ENQUIRIES**

: Mr Jacob Malebati Tel No: 012 309 3253

**NOTE**

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Assistant: Orders"