

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 quoting the name of the post on the subject line.
- CLOSING DATE** : 27 June 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. 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.

OTHER POSTS

- POST 21/138** : **DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY REF NO: DOT/HRM/2022/51**
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Implementation
Directorate: Rural Transport Implementation
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive salary package)
: Pretoria (Head Office)
: Applicants must be in possession of a recognised NQF level 6/7 qualification as recognized by SAQA in Transport Economics/ Transport planning/ Transport Management or Public Management coupled with at least 5 years relevant experience of which 3 years should be at middle management / 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 Rural Transport Strategy. 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 and review of rural transport strategy, policy and guidelines. Develop and implement rural transport programmes. Develop intervention strategies for the effective implementation of programme transport programme. Facilitate the development and implementation of rural transport framework. Conduct project feasibility studies and assessments. Manage and monitor the implementation of rural transport projects. Facilitate the integration of various forms of Non-Motorised Transport (NMT). Provide inputs into compilation of the strategic, annual performance plan and reports for the sub directorate.
- ENQUIRIES NOTE** : Ms. Joyce Moabi Tel No: (012) 309 3236
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Rural Transport Strategy"
- POST 21/139** : **ASSISTANT DIRECTOR: CIVIL AVIATION FREIGHT LOGISTICS REF NO: DOT/HRM/2022/52**
Branch: Civil Aviation
Chief Directorate: Aviation Economics and Industry Development
Directorate: Industry Development and Airfreight
Sub- Directorate: Civil Aviation Freight Logistics
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10), (all-inclusive salary package)
: Pretoria (Head Office)
: A recognised NQF 6/7 Level in Public Service Administration / Management, BCom Aviation Management, Transport Economics, or Transport Planning with minimum of 3 years' work experience in the Aviation field. Recommendations: Knowledge of the aviation sector and airfreight sub-sector. Good understanding of how the public sector operates. Be willing to travel and work beyond normal working hours and have at least a valid Code B driver's license. Minimum skills required are communication skills, report writing skills, planning and organising skills, stakeholder management skills, computer skills, analytical skills, risk management, project management skills, change management, strategic capability and leadership, people management and financial management.
- DUTIES** : Develop and implement frameworks for civil aviation freight logistics system that are coherent with transport, civil aviation, and other relevant government policies. Develop and implement strategic frameworks to set minimum guidelines for development and promotion of airfreight operation in South Africa. Provide strategic support to programmes within the Branch: Civil Aviation, as well as the Department of Transport, relevant aviation and freight forums at national, regional and international levels. Participate in relevant industry structure at national, regional, and international levels. Work closely with the Department of Transport aviation entities to ensure good coordination of airfreight matters. Coordinate and integrate of civil aviation freight logistics system with other transport infrastructure planning and broader planning. Render support to the management of projects.
- ENQUIRIES NOTE** : Mr Muvo Nkosi Tel No: (012) 309 3460
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Civil Aviation Freight Logistics"
- POST 21/140** : **SENIOR VEHICLE TESTING OFFICER REF NO: DOT/HRM/2022/53**
Branch: Road Transport
Chief Directorate: Road Regulation
Directorate: Compliance
Sub-directorate: Vehicle Testing
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (all-inclusive salary package)
: Pretoria
: A recognised NQF level 6/7 National Diploma or Degree in Road Traffic Management / Transport Management / Public Administration with at least two (2) years' experience. Examiner of motor vehicle Diploma and a valid unendorsed code B or EB driving licence and must be willing to be further

trained in the field of vehicle testing. Note: The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act 93 of 1996 and its Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Vehicle Testing. Extensive knowledge of the role and duties of the Inspectorate Vehicle Testing Stations. Computer literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Proven office administration skills. Willing ness to travel and work irregular hours.

DUTIES : The incumbent will be responsible to: Assist in evaluations and Inspections of standards at vehicle testing stations by the Inspectorate (SABS). Assist in evaluations of examiners of vehicles by the Inspectorate. Arrange information sessions in the nine provinces. Follow up on the implementation of corrective measures in response to the recommendations by the inspectorate. Perform office management duties including responding to queries, writing reports and submissions, updating of records. Manage and attend to all queries and correspondence directed to the Sub-directorate. Provide general administrative support to the sub-directorate. Prepare monthly reports for the Deputy Director.

ENQUIRIES : Ms K Salomane Tel No: 012 309 3582
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male /Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Vehicle Testing Officer"

POST 21/141 : **CHIEF ACCOUNTING CLERK: EXPENDITURE REF NO: DOT/HRM/2022/57 (X2 POSTS)**
 Branch: Administration Office of the Chief Financial Officer
 Chief Directorate: Financial Administration & Supply Chain Management
 Directorate: Financial Administration
 Sub-directorate: Income and Expenditure

SALARY : R211 713 per annum (Level 06), (all-inclusive salary package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An appropriate recognized tertiary NQF level 6/7 qualification in accounting with at least one year working experience on the Basic Accounting System (BAS) and Financial Management in Government. Good knowledge and experience in Expenditure management, Basic MS Excel skills, Good interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, planning and organising skills.

DUTIES : The successful candidate will: Check and verify BAS payments before capturing. Processing of payments. Ensure payments are correctly classified and supported by appropriate source documents. Ensure that supplier payments are processed within 30 days. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial Delegations. Safekeeping of documents and ensure the reconciliation of payments are complete. Ensure that Batches are submitted to Internal Control section. Clearing of suspense accounts. Resolve BAS interface exceptions.

ENQUIRIES : Mr Johan Nel Tel No: (012) 309 3627
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male /Female, Indian Male /Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Accounting Clerk"