

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** : 05 August 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 ONLY (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 POST

- POST 27/100** : **ASSISTANT DIRECTOR: INCOME REEF NO: DOT/HRM/2022/65**
Branch: Office of the Chief Financial Officer
Chief Directorate: Financial Administration and Supply Chain Management
Directorate: Financial Administration
Sub-Directorate: Income and Expenditure
- SALARY** : R382 245 per annum (Level 09) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognised NQF level 6/7 Bachelor's Degree / Diploma in Financial Accounting with at least three (03) years relevant supervisory experience. Good knowledge and experience in Bookkeeping, working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and 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: Implement departmental accounting policies, procedures and processes. Manage the Departments Bank Accounts. Monthly requisition of funds on Safety web. Supervise the cashier and petty cash facility on the Department. Maintain and reconcile revenue accounts. Authorise the month-end and year-end closures. Provide accounting and financial information. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and Guidelines. Institute internal control measures and systems that are effective and efficient. Manage staff in the Income Section.

ENQUIRIES
NOTE

- : Mr Johan Nel Tel No: (012) 309 3627
- : 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: Income"