

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.
- CLOSING DATE** : 07 October 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.

MANAGEMENT ECHELON

- POST 35/150** : **CHIEF DIRECTOR: RURAL AND SCHOLAR TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/2022/84**
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Implementation
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive salary package), of which 30% may be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate recognised NQF level 7 in Economics, Public Administration/ Management, Transport Economics, Transport Planning, Development Economics/ Planning with 6 -10 years relevant management experience and 5 years' experience at senior managerial level. An Honours / Master's degree (NQF level 8) will be an added advantage. The followings will serve as a strong recommendations: Willing and able to deliver effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiate, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment; Knowledge of Public Management Financial Act (PFMA) and Treasury Regulation; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial

practices in order to ensure the achievement of strategic organisational objectives; Sound knowledge of the Public Administration regulations and procedures; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Complex problem solving and decision-making skills; Good organisational and interpersonal skills; Willingness to travel and work beyond normal working hours.

DUTIES : Manage the implementation and maintenance of rural public transport policy and strategies. Develop Rural Transport Network plans. Develop and support rural public transport partnership initiatives, by implementing women and youth empowerment programmes and integrate special groups into rural public transport systems. Manage the rollout of public transport services and systems in rural areas and provide institutional support and monitoring service for rural transport programmes across the spheres of government. Manage the implementation and maintenance of scholar transport policy, develop and implement scholar transport strategies and frameworks and facilitate and monitor scholar transport programmes. Develop and support rural non-motorized transport partnership initiatives, by implementing women and youth empowerment programmes and integrate special groups into public transport systems. Develop and manage the implementation of accessible transport programmes. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure staff complete and report on PMDS which is aligned to the APP and strategic documents. Ensure monitoring & evaluation is carried out in all areas of the Chief Directorate.

ENQUIRIES : Ms Khibi Manana Tel No: (012) 309 3400
NOTE : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 35/151 : **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2022/85**
 Branch: Civil Aviation
 Chief Directorate: Aviation Policy and Regulation
 Directorate: Air Transport

SALARY : R1 073 187 per annum (Level 13), (all Inclusive salary package), of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 7 in Transport Planning/ Transport Economics/Air Transportation with a minimum working experience of 5 years at MMS level An SMS pre-Entry Certificate. The following will serve as strong recommendations: Sound background of the South African civil aviation sector. Understanding of South Africa's role in the international arena. In depth knowledge and understanding of the air transport; Strategy development, strategy management and review processes; relevant legislations, treaties, policies and prescripts governing air transport; intergovernmental relations. Knowledge of recent international, regional and national trends relevant for Air Transport Development; Understanding of Government and the Department's roles in bilateral air services. Excellent Skills in: Management; Presentation; communication both written and verbal; report writing; conflict management; analytical and problem solving; stakeholder management; financial and budgeting; leadership. Experience in: engaging with all levels of Government, international organisations and private stakeholders; managing projects and processes; negotiation of agreements/memorandum of understanding within a multi-disciplinary environment at an international level. A valid driver's licence.

- DUTIES** : The successful candidate will be responsible for: International Air Services Act 60 of 1993, the Air Services Licensing Act 115 of 1990 and relevant international instruments the International Air Services Regulations of 1994 relevant for Air Transport; Liaise with the Aeronautical Authorities and airlines of various States; Manage negotiations and conclusions of bilateral air services agreements;; Develop and manage policies relevant for air transport; Manage the provision of secretariat and technical support services to the International and Domestic Air Services Councils; Manage and process all aspects regarding the issuing of licences; Provide technical support at council meetings; Manage the processing and issuing of Foreign Operator's Permits and Overflight and Landing Clearances; Monitor operators' compliance; Develop/ Review strategies on air transport related issues. Manage South Africa's representation at ICAO Panels, Committees and Working Groups relating to Air Transport; Provide guidance and adequate support for and development of the staff of the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; Establish and maintain governance and administrative system's continuity within the work of the branch; Develop reports regarding forecasting, trending and results analysis on air transport; Prepare and submit implementation plans; Managing and monitoring the budget and expenditure for the Directorate;; Ensure the compilation of the annual report and strategic plan of the Directorate; Develop, manage and report on the operational plans of the Directorate; Monitor the planning, organising and delegation of work; Manage human and financial resources allocated to the Directorate.
- ENQUIRIES** : Ms Elizabeth Mpye Tel No: (012) 309 3446
- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 35/152** : **DIRECTOR: AIRPORTS AND AIRSPACE REF NO: DOT/HRM/2022/86**
Branch: Civil Aviation
Chief Directorate: Aviation Policy and Regulation
Directorate: Airports and Airspace
- SALARY** : R1 073 187 per annum (Level 13), (all Inclusive Salary Package), of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised NQF Level 7 in Public Administration / Public Management/ Air Transportation / BCom Aviation Management as recognised by SAQA and SMS pre-entry certificate. Relevant experience in the field of Airports and Airspace is required of which 5 years' experience must be at senior managerial or middle managerial level. Excellent Management skills required. The following will serve as recommendation: Compilation of management reports; and an extensive knowledge of the Public Finance Management Act.
- DUTIES** : Promote and coordinate the planning and development of an integrated airport infrastructure management network. Finalize and implement the National Airports Development Plan (NADP). Participate in fora dealing with the environmental impact on aviation infrastructure. Represent South Africa (DOT) on regional- and international airspace fora. Participate/Chair relevant industry Committees. Facilitation of development and the implementation of the National Airspace Master Plan, annually, if required. Implement the National Civil Aviation Policy (NCAP) from an Airspace Perspective. Coordination with DEA regarding the NEMA Act on airspace matters. Monitor the development of regulatory frameworks as implemented through ATNS and ACSA. Manage the Airports and Airspace Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Public Service.
- ENQUIRIES** : Ms. Elizabeth Mpye Tel No: (012) 309 3446
- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

<u>POST 35/153</u>	: <u>DIRECTOR: AVIATION SAFETY AND SECURITY REF NO: DOT/HRM/2022/87</u> Branch: Civil Aviation Chief Directorate: Aviation Policy and Regulation Directorate: Aviation Safety and Security
<u>SALARY</u>	: R1 073 187 per annum (Level 13), (all-inclusive salary package), of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A recognized NQF level 7 qualification or an Advanced Diploma in Safety Management Systems (SMS) in Civil Aviation, Advanced Diploma Security Management System, Transport Management, Public Administration of which 5 years' experience must be on MMS level. The following will serve as strong recommendations: Knowledge of the Aviation transport systems; Excellent Management skills; Experience in negotiation of international agreements or participation in international multilateral forums; Excellent communication and report writing skills; Understanding of South Africa's role in the international aviation arena; Sound knowledge of ICAO processes relevant for aviation safety, security and facilitation; Experience in managing statutory bodies; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills.
<u>DUTIES</u>	: The successful candidate will be responsible for: Manage the Aviation Safety, Security, and facilitation responsibilities of South Africa; Develop, implement, monitor, and evaluate aviation safety, security, and facilitation regulatory frameworks; Manage South Africa's international obligations on civil aviation safety, security, and facilitation; Manage the independence of the Aircraft Accident and Incident Investigation; Interface with other national and regional organizations involved with aviation safety, security, and facilitation; Represent South Africa at ICAO, AFCAC, SASO, SADC and other international for a dealing with aviation safety, security, and facilitation; Provide and manage secretariat services for statutory bodies on aviation safety, security, and facilitation; Develop financial reports for forecasting, trending and results analysis; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.
<u>ENQUIRIES NOTE</u>	: Mr Zakhele Thwala Tel No: 012 309 3921 : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.
<u>POST 35/154</u>	: <u>DIRECTOR: SEARCH AND RESCUE REF NO: DOT/HRM/2022/88</u> Branch: Civil Aviation Chief Directorate: Aviation Policy and Regulation Directorate: Search and Rescue
<u>SALARY</u>	: R1 073 187 per annum (Level 13), (all-inclusive salary package), of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A recognized NQF level 7 qualification in Transport Management / Public Management / Aeronautical and Maritime experience will be added advantage of which 5 years' experience must be on MMS level and pre-entry certificate. The following will serve as strong recommendations: Knowledge of the Aviation and Maritime transport systems; Excellent Management skills; Experience in negotiation of international agreements. Good presentation skills; Excellent communication skills; Excellent report writing skills; Sound background of the South African aviation and maritime transport sub-sector; Understanding of South Africa's role in the international arena; Experience in engaging with all levels of Government and Private Sector; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills.
<u>DUTIES</u>	: The successful candidate will be responsible for: Manage the search and rescue responsibilities of South Africa; Interface with other national and

regional organizations involved with emergency services; Promote close cooperation and coordination between civil and military authorities and organizations for effective SAR services; Ensure International cooperation for SAR enhancement; Negotiate and implement SAR operational MOUs, procedures and plans between SA and other SAR bodies; Cooperate on research and development; Represent South Africa at ICAO, IMO, Cospas-SARSAT and other international SAR fora; Provide and manage secretariat services for SASAR Executive Committee; Ensure that the SASAR manual and assets manual assets are regularly updated; Manage SASAR training for representatives of signatory organizations; Manage Service Providers; Promote SAR through publication of a newsletter, radio talk shows, seminars and distribution of information pamphlets; Establish and maintain governance and administrative system's continuity within the work of the branch; Develop financial reports for forecasting, trending and results analysis; Evaluate infrastructure spending plans; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.

ENQUIRIES : Mr Zakhele Thwala Tel No: 012 309 3921
NOTE : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 35/155 : **OFFICE ADMINSTRATOR GRADE II REF NO: DOT/HRM/2022/89**
 Branch: Office of the Director-General
 Chief Directorate: Strategic Planning and Cluster Coordination
 Directorate: Strategic Planning and Monitoring

SALARY : R261 372 per annum (Level 07), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognized NQF level 06 qualification from a recognized SAQA accredited tertiary institution in Office Management / Public Administration with two (02) years' experience; or Grade 12 with five (05) years of relevant experience. An office administration and computer course certificate will serve as an advantage. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience of administration in supply chain management and finance processes as they relate to the administration of meetings, petty cash and procurement directives and procedures. Knowledge and experience of HR policies, project management and planning and organising. Strong organisational skills with specific reference to management of documents. Knowledge and experience of MS Office Suite and Outlook. Good communication skills (written and verbal). Ability to interpret directives. Ability and willingness to work extended hours as and when required.

DUTIES : Provide secretarial and administrative support services to the Chief Director's office; This will include, inter alia, entail the following; Establish and maintain an efficient administrative system for workflow coordination. Serve as nodal point for all chief directorate communication (Receive, direct and screen correspondence and telephone calls to relevant managers or sections). Diary management (Receive and reply to invitations, inform Chief Director of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise and plan logistics for meetings (arrange venues, refreshments, equipment, copy relevant literature). Ensure safekeeping of all documentation in the office of the Chief Director in line with relevant policies and legislation. Take minutes and ensure proper record keeping. Ensure strategic decisions taken in meetings are actioned timeously. Collate and prepare meeting packs for the Chief Director. Organise refreshments for the Chief Director, visitors and other stakeholders. Draft routine correspondence and reports as required (Send and receive faxes,, emails, receive and dispatch items and do photocopying). Administer travel arrangements for the chief directorate (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc). Provide administrative support for the Office of the Director-General as and when required. Create and maintain filing system (Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately). Management of office equipment such as:

photocopiers, computers, shredders, etc. Serve as Chief User Clerk for the chief directorate (Procurement of standard items such as stationery, refreshments, etc. and understanding of government's cost containment measures) – Keep and maintain a Leave Register Chief Directorate. Keep circulars and relevant policies updated, as well as processes and procedures applicable for the office of the Chief Director. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

ENQUIRIES : Mr. Bosa F Ramantsi Tel No: (012) 309 3288
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.

POST 35/156 : **RECEPTIONIST / SECRETARY REF NO: DOT/HRM/2022/90**
 (Administration: Office of the Director-General)
 (Chief Directorate: Office of the Director-General)
 (Directorate: Parliamentary and Strategic Support)

SALARY : R211 713 per annum (Level 06)
CENTRE : Cape Town
REQUIREMENTS : An appropriate NQF Level 6/7 qualification (National Diploma or Bachelor's Degree) in Office Management/ Public Administration with 2 years relevant experience. Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal); interpersonal skills; Organised, Analytic, Problem Solving; and Computer skills. Must be able to work beyond normal working hours and under pressure. Must also be able to work independently and under minimal supervision. Must have an understanding of government processes, particularly cabinet and parliamentary processes.

DUTIES : Render a reception and general administrative support services to the office of the Director-General in Cape Town. Receive Director-General's guests. Liaise with the Pretoria Office on regular basis. Liaise with Ministry in regard to matters relating to Cabinet and Parliament. Make logistical arrangements for the Director-General's meetings. Make travel and accommodation arrangements for the staff in the office of the Director-General in Cape Town. Attend to email correspondence and type documents as required. Receive telephone calls, keep a message system for staff members, Records, acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documents related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documents in compliance with MISS document. Prepare meeting packs.

ENQUIRIES : Ms Kgabo Matjane Tel No: (012) 309 3946
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.

POST 35/157 : **STORES ASSISTANT (ASSETS) REF NO: DOT/HRM/2022/91**
 Branch: Office of the Chief Financial Officer
 Directorate: Supply Chain Management
 Sub-directorate: Asset Management

SALARY : R147 459 per annum (Level 04), (all-inclusive salary package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A recognised NQF level 4 (Senior Certificate) / General Education and Training Certificate with no experience required. Note: The following will serve as a recommendation: Operating the forklift. Verbal and written communication skills.

DUTIES : The incumbent will be responsible for the following: Receive information on furniture from the Senior Asset Officer. Move and distribute furniture according to the detailed request from the supervisor. Assists with the repair of slightly broken furniture. Storage and safekeeping of assets / furniture. Assist in ensuring that assets that are to be disposed are recorded and properly described and identified. Shredding of old documents for Supply Chain Management. Monitor casual labourers on the movement of furniture only when it is required.

ENQUIRIES : Mr Victor Nemukombame Tel No: 012 309 3880

NOTE

: Preference will be given to African Females, White Males, coloured males/females and persons with disabilities are encouraged to apply for the position.