

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** : 11 November 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 41/141** : **CHIEF DIRECTOR: DRIVING LICENSE CREDIT CARD TRADING ENTITY**
REF NO: DOT/HRM/2022/94
Branch: Road Transport
Chief Directorate: Driving License Credit Card Trading Entity
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive salary package) of which 30% may be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Public Administration or Equivalent qualification at NQF level 7 as recognised by SAQA with six (6) to ten (10) years relevant experience of which five (5) years' experience must be at Senior Management level. Note: The following will serve as recommendation: Compilations of management reports Extensive knowledge of public finance management act Knowledge of Road Traffic Legislation Negotiation and problem solving Excellent communication skills (written and verbal).
- DUTIES** : The successful candidate will: Manage the driving license credit card fund Provide strategic direction to the trading entity and ensure achievement of strategic objectives Develop and implement corrective measures to address poor performance by the entity in achieve strategic objectives Quarterly and annual performance reporting on the achievement of trading entity strategic objectives Budget development and management Facilitate approval of annual report by the Director- General and Minister Review monthly management

account and approve the submission to the Director-General, Minister and national Treasury Quarterly communication with provinces representatives on trading entities operations directly affecting provinces and driving license testing centers Communicate monthly with driving license testing centers management Establish effective management structures of the entity and their terms of reference Effective management of all risks of the entity by conducting risk assessment, developing risk mitigation plans and ensures implementation Develop control measures to ensure that the entity complies with all applicable law and regulations, and report status of compliance to the Director- General Develop and implement effective fraud prevention strategy Ensure development and implementation of effective measures for collection of revenue Develop process for preventing irregular, fruitless and wasteful expenditure Ensure that proper records management system is implemented by DLCA for all financial and non-financial information Develop asset management plan for all asset of the entity spread across all 9 provinces and monitor implementation.

ENQUIRIES : Mr Ngwako Makaepa Tel No: (012) 309 3366
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 41/142 : **DIRECTOR: RAIL POLICY AND STRATEGY DEVELOPMENT REF NO: DOT/HRM/2022/95**
 Branch: Rail Transport
 Chief Directorate: Rail Regulation
 Directorate: Rail Policy and Strategy Development

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 Bachelor's Degree in Transport Studies, Social Sciences, LLB or equivalent qualifications as recognised by SAQA and an SMS pre-entry certificate, plus 6 -10 years' experience, of which 5 years must be on middle management level. Proficiency in one or more of the following competencies will also be considered: Knowledge and understanding of the economic sectors of the economy. Experience in policy development and policy research across sectors. Knowledge of Government legislative and policy process. Understanding and experience in strategy development and operations with regard to implementation of directives. Experience and knowledge in projects conceptualisation and management. Note: The following will serve as strong recommendation - Knowledge and skills in compilation of management reports, communication skills (verbal and written English must be above average), computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation, Customer Focus and Change Management.

DUTIES : The successful candidate will: Develop policy and strategy for the rail sector in South Africa. Develop rail regulatory framework inclusive of legislation and regulations. Conduct policy research, policy analysis, trend analysis and international benchmarking on key policy development within the international arena. Conduct consultation and stakeholder management in the development of policies and legislation. Provide regulatory oversight to the rail entities in line with the policy and legislative mandate. Conduct policy audit and reviews in line with policy indicators. Manage the Directorate and provide strategic inputs in line with the planning framework.

ENQUIRIES : Ms Mala Somaru Tel No: (012) 309 3925
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 41/143** : **SENIOR NPTR SECRETARIAT REF NO: DOT/HRM/2022/96**
Branch: Public Transport
Chief Directorate: Public Transport Regulation
Directorate: National Public Transport Regulator
Sub-Directorate: NPTR Institutional Support
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (all-inclusive salary package)
: Pretoria
: An NQF level 6 qualification in Transport Management, Public Management/Public Management or Office Management with 3 years' relevant experience. Experience in the provision of secretariat support to Boards and Committees will be an added advantage. The following key competencies are essential: Sound minute taking; Good understanding of how the machinery of government works, including the linkages between the spheres of government; Good interpersonal skills, communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc.); report writing; organising and management abilities; Knowledge of Public Finance Management Act (PFMA), National Land Transport Act (NLTA) of 2009 (Act 05 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); Knowledge of Promotion of Access to Information Act (PAIA), Administration Justice Act, National Archives Acts and regulations; King III report; Tourism legislation. Good track record in project management; A valid driver's license and willingness to travel and work beyond normal working hours.
- DUTIES** : The successful candidate will: Provide Secretariat and administrative support to the NPTR. Compile notices, agendas, minutes, reports and documents related to committee / joined committee. Record and take minutes at the NPTR meetings. Take care of logistics pertaining to the meetings (overhead projectors, recordings equipment, refreshments, etc). Follow up on resolutions and minutes enquiries from internal and external stakeholders. Ensure that approved and signed minutes of previous meetings are scanned and included in database. Provide assistance with the general administration of the NPTR. Capture NPTR decision on OLAS (Operating License Administrative System). Process claims of NPTR members and officials. Provide assistance in the procurement of equipment. Attend Hearings or committee to present cases or give inputs. Compile and record minutes in the hearings. Give feedback or inputs into the hearings. Ensure that all correspondence are properly filed for future reference.
- ENQUIRIES NOTE** : Mr Selby Ditshego Tel No: (012) 309 3752
: 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.
- POST 41/144** : **ADMINISTRATIVE ASSISTANT (NPTR) FINANCE REF NO: DOT/HRM/2022/97**
Branch: Public Transport
Chief Directorate: Public Transport Regulation
Directorate: National Public Transport Regulator
Sub-Directorate: NPTR Institutional Support
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06), (all-inclusive salary package)
: Pretoria
: A recognized NQF level 6/7 qualification in Financial Management or Public Administration 1-year relevant experience or Grade 12 with at least 3 — 5 years relevant experience in a financial environment. Knowledge of the National Land Transport Act (Act 05 of 2009). The following key competencies are essential: customer service orientation; project management; financial management; negotiation skills; excellent communication skills; computer literacy (MS Word, Excel, Power Point etc.) and team work.
- Duties** : The successful candidate will: Record and verify all Electronic Funds (EFT), cheque and direct deposits made by applicants. Confirm the payments before application is completed or approved (uplifted). Maintain a proper file of all copies of deposit slips received. Compile weekly reconciliation reports. Capture minimum information on the Operating License. Administration System (OLAS). Make follow ups with operators where fees are not appearing on the bank reconciliation statements. Provide assistance with payments and claims.

		Provide assistance with ordering of stationary, cartridges and other consumables. Hand over applications to processing section. Provide assistance with the general administration of the National Public Transport Regulator (NPTR). Ensure an effective cash management.
<u>ENQUIRIES</u>	:	Ms Rejoyce Nchabeleng Tel No: (012) 309 3237
<u>NOTE</u>	:	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.
<u>POST 41/145</u>	:	<u>ADMINISTRATIVE ASSISTANT REF NO: DOT/HRM/2022/98</u> Branch: Office of the Director-General Chief Directorate: Office of the Director-General Directorate: Administration
<u>SALARY</u>	:	R211 713 per annum (Level 06), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 6 qualification in Public Administration or Strategic Management with 1-year experience in Administration or Office Support Services. Required Knowledge and Skills: Comply with MISS requirements; Good communication (written and verbal); interpersonal skills; Organised, Analytic, Problem Solving; and Computer skills. Have the ability to work with people. Possession of a valid driver's license Code BI will be an added advantage. Have the ability to work under stress. Be extremely organised. Assertiveness and a sense of urgency. 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 broad understanding of work executed in a Senior or Executive Management office environment.
<u>DUTIES</u>	:	General administrative support services to an executive office. Attend to email correspondence and type documents as required. 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. Maintain a filing plan for the ODG in line with the archive prescripts. Maintain the prescribed file registers for opening of files, archiving of documents as well as dispatch registers.
<u>ENQUIRIES</u>	:	Mr Herman Seleke Tel No: (012) 309 3886
<u>NOTE</u>	:	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.
<u>POST 41/146</u>	:	<u>RECEPTIONIST REF NO: DOT/HRM/2022/99</u> Branch: Office of the Director-General Chief Directorate: Office of the Director-General Directorate: Administration
<u>SALARY</u>	:	R176 310 per annum (Level 05), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with 3 years relevant experience. An appropriate NQF Level 6 qualification in Office Management/Administration with 1-year experience will be an added advantage. Skills and Knowledge: Good communication (written and verbal); interpersonal skills; Analytical, problem solving, computer skills; record keeping, registry, Customer liaison skills, Telephone switchboard operating skills. Comply with Miss. Must be willing to work beyond normal working hours and work under pressure.
<u>DUTIES</u>	:	Render a reception and general administrative support service to the Office of the Director General in Pretoria. Receive Director's guests. Make logistical arrangement for the Director- General's meeting. Make travel and accommodation arrangements for the staff in the office of the Director-General. Attend to email correspondence and receive/ send faxes, typing of documents when required. Receive telephone calls and keep a message system for staff members. Records and acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documentation related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documentations. Prepare meeting documents. Do document management- document flow, tracking and filling. Provide a financial and procurement support function in the ODG.

ENQUIRIES
NOTE

- : Mr Herman Seleke Tel No: (012) 309 3886
- : 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.