

## 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** : 25 November 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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 POSTS

- POST 43/106** : **DEPUTY DIRECTOR: APPLICATIONS DEVELOPMENT REF NO: DOT/HRM/2022/100**  
 Branch: Integrated Transport Planning  
 Chief Directorate: Office of the CIO  
 Directorate: Business Systems  
 Sub-directorate – Applications development
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all salary inclusive package)  
 : Pretoria  
 : A recognized NQF level 6 in Information Technology, Computer Science. Project management certification and Business Analysis certification or equivalent is advantageous. 5 years relevant experience in the IT field of system development (SDLC) of which 3 years must be at junior management (Assistant Director) level in business analysis. Competencies: Extensive knowledge of different methodologies and tools applicable within Business analysis field. Analytical skills, proven quality focus in providing customer driven products, services and solutions. Strong business writing skills, communication and presentation skills. Conflict resolution and problem-solving skills. Must be willing to work overtime and do business travels. Must have driver's License.
- DUTIES** : Conduct business analysis activities and research in order to ensure that systems and solutions are developed and implemented to meet user

specifications. Improve business processes. Manage IT projects and IT contracts. Manage and control the sub directorate. Systems implementation. Participate in all system testing activities and oversee all change control procedures. Defining priorities and efficiency. Keep all work documentation updated. Provide regular feedback on task signed, both written and verbal feedback.

**ENQUIRIES** : Ms. Seipati Lottering Tel No: 012 309 3908  
**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 43/107** : **SENIOR IT TECHNICIAN REF NO: DOT/HRM/2022/101**  
(Branch: Transport Information Systems)  
(ICT Architecture & Operations)  
(Directorate: ICT Infrastructure)  
(Sub-directorate: LAN and Desktop Support)

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree (NQF level 6) in Information Technology with a minimum of two (2) years' work experience. ITIL Framework, A+ and N+ certification will be advantageous. Note: The following will serve as recommendations: Knowledge of Microsoft Windows operating system, Active Directory, Microsoft Exchange and applications, Novell/Micro Focus applications, and installation and troubleshooting of software and hardware (e.g. Microsoft and Apple Mac). Knowledge of server virtualization and VLANs. Good customer care, verbal and written communication skills and technical skill. Valid driver's license.

**DUTIES** : The successful candidate will be responsible for: rendering IT support services to users and manage IT network in the Department. Rollout new systems and software. Maintain and make communication system (Networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organization. Liaise with users on their needs, requests and problems with regard to network services. Maintaining computer network and disaster recovery procedures. Ensure backups of information is made on a regular basis. Execute disaster recovery procedures as and when required. Installation, configuration and maintenance of desktops, laptops and printers. Installation and upgrading of operating system and applications. Provide advice on new technology. Investigate current computers and software, and compare with new trends. Perform IT advisory role to procurement of new equipment. Log calls to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

**ENQUIRIES** : Ms. Tsakani Kubayi Tel No: 012 309 3571  
**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 43/108** : **SENIOR IT TECHNICIAN REF NO: DOT/HRM/2022/102**  
(Branch: Transport Information Systems)  
(ICT Architecture & Operations)  
(Directorate: ICT Infrastructure)  
(Sub-directorate: LAN and Desktop Support)

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree (NQF level 6) in Information Technology with a minimum of two (2) years' work experience. ITIL Framework, A+ and N+ certification will be advantageous. Note: The following will serve as recommendations: Knowledge of Microsoft Windows operating system, Active Directory, Microsoft Exchange and applications, Novell/Micro Focus applications, and installation and troubleshooting of software and hardware (e.g. Microsoft and Apple Mac). Knowledge of server virtualization and VLANs. Good customer care, verbal and written communication skills and technical skill. Valid driver's license.

**DUTIES** : The successful candidate will be responsible for: rendering IT support services to users and manage IT network in the Department. Rollout new systems and software. Maintain and make communication system (Networks LAN, WAN)

available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organization. Liaise with users on their needs, requests and problems with regard to network services. Maintaining computer network and disaster recovery procedures. Ensure backups of information is made on a regular basis. Execute disaster recovery procedures as and when required. Installation, configuration and maintenance of desktops, laptops and printers. Installation and upgrading of operating system and applications. Provide advice on new technology. Investigate current computers and software, and compare with new trends. Perform IT advisory role to procurement of new equipment. Log calls to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

**ENQUIRIES  
NOTE**

: Mr. Mkhululi Greva Tel No: 021 469 6919  
 : 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 43/109**

: **OFFICE ADMINSTRATOR GRADE I REF NO: DOT/HRM/2022/103 (VARIOUS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R211 713 per annum (Level 06)  
 : Pretoria  
 : A recognized NQF level 06 qualification in Office Management / Public Administration with one (01) year' experience; or Grade 12 with four (04) 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 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 directorate communication (Receive, direct and screen correspondence and telephone calls to relevant managers or sections). Diary management (Receive and reply to invitations, inform 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 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 Director. Organise refreshments for the 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). 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 directorate (Procurement of standard items such as stationery, refreshments, etc. and understanding of government's cost containment measures) Keep and maintain a Leave Register Directorate. Keep circulars and relevant policies updated, as well as processes and procedures applicable for the office of the Director.

**ENQUIRIES  
NOTE**

: Ms Neo Mogotlana Tel No: (012) 309 3912  
 : 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.