

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.

- 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** : 09 December 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 (NGS) 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 45/188** : **ASSISTANT DIRECTOR: TRAVEL SERVICES REF NO: DOT/HRM/2022/102**
(Office of the Chief Operations Officer)
(Travel and Facilities Management)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), (all-inclusive salary package)
Pretoria (Head Office)
A recognized NQF Level 6 in Public Administration/Management/Financial Management/ Procurement/ Supply Chain Management/Tourism with 3 years supervisory experience in travel procurement, payments and reconciliation environment. Knowledge and skills: Compilation of management reports. PFMA, Treasury Regulations and Instructions (as and when they are released). Communication: Verbal & written communication – English – above average, computer literacy and governance related to information. Strategic capability and leadership, People management and empowerment, Project management, Client and Customer focus.
- DUTIES** : Monitor the implementation of the Travel Policy and procedures: Ensure that the application of the Travel Policy, procedures and processes within the Department is implemented effectively. Manages the operational implementation of the travel contracts: Manages the service delivery of contractors in respect of the travel contracts entered into by the Department and the contractors. Ensure that travel procedures are in line with travel policies, prescriptions and contracts. Monitor the payments and reconciliation of

travel requirements after normal working hours. Review fruitless and wasteful expenditure cases in respect of travel to Loss Control Committee. Provides client liaison: Conduct workshops with the travel coordinators regarding policy, procedures and processes. Provide information on travel matters. Participate in departmental project teams responsible for organising events to provide information insofar as travel related matters are concerned. Attend to complaints related to travel services as and when they are raised and conduct regular customer satisfaction surveys and maintain a complaint register. Manages the procurement of land transport: Provide advisory support to officials in respect of the Policy and related contract for land transport. Supervise the administration of the subsidised scheme within the department. Provide secretariat functions to Advisory Committee on Subsidised Transport. Monitor the monthly fuel claims for subsidised vehicles. Manages the section: Manages the assets of the Sub Directorate. Provide guidance and training to staff. Ensure performance Management of Staff. Provide inputs to the budget, strategic and annual reports of the Directorate.

ENQUIRIES
NOTE

- : Ms Elisa Eeland Tel No: (012) 309 3562
- : Preference will be given to African Male, Coloured Male/Female, Indian Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.