

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** : 17 February 2023
- 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 (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 02/97** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/HRM/2023/01**
Branch: Administration, CFO
Chief Directorate: Financial Administration and Supply Chain Management
- SALARY** : R1 308 051 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor Degree or National Diploma in Accounting at NQF level 7 as recognised by SAQA and SMS pre-entry certificate plus a minimum of 5 year's relevant experience at senior management level. Knowledge: PFMA, Treasury Regulations, PPPFA, Modified Cash Standards, Generally Recognised Accounting Practice and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Further, he or she must have analytical, problem solving, excellent communication (verbal and written), interpersonal, organisational, leadership, supervisory, people management and financial skills. Willingness to work beyond normal working hours.
- DUTIES** : Compile Annual Financial Statements and Interim Financial Statements and provide financial information for inclusion in Annual Reports. Monthly review and sign off financial records and monthly reports. Ensure the maintenance accurate and complete financial and procurement records. Implement the Loss

Control Policy and oversee the write off and recovery of losses. Maintain a register of fruitless and wasteful expenditure and ensure that debts are taken on where appreciated. Ensure that bidding and quotation processes comply with the legislative frameworks. Oversee the maintenance and development of relevant Financial and Supply Chain Management policies, procedures and delegations and the implementation thereof, and issue circulars to address internal control weaknesses where necessary. Oversee risk management processes and the development of risk mitigation plans pertaining to the areas of Financial Administration and Supply Chain Management. Ensure that payments are made on time and that systems are in place to track payments. Attend Bid Adjudication Committee meetings and provide advice on the regulatory environment of Supply Chain Management. Ensure that a Procurement Plan, aligned to budgeted projects and the Annual Performance Plan, is compiled annually and revised when necessary and that procurement is done in line with the Procurement Plan. Oversee the maintenance of an asset register and regular reconciliations of the asset register between BAS and LOGIS. Oversee contract management and related reports to stakeholders. Maintain a register of irregular expenditure and facilitate actions to be taken to resolve cases of irregular expenditure facilitate actions to be taken to resolve cases of irregular expenditure. Manage and control the Chief Directorate.

- ENQUIRIES** : Mr M Matlala Tel No: (012) 309 3727
- 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.
- CLOSING DATE** : 17 February 2023
- POST 02/98** : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2023/02**
(Office of the Chief Operations Officer)
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An undergraduate NQF Level 7 qualifications in Communications / Marketing / Public Relations as recognized by SAQA with five (5) years relevant experience at Middle Management Level / Senior Management Level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Financial management, strategic capability and leadership skills, project management, client orientation and customer focus and change management skills. Must be able and willing to travel nationally. Be able to work well under pressure.
- DUTIES** : Manage intergovernmental communications: Develop and implement a Ministerial stakeholder, Izimbizo and inter-governmental relations programmes. Represent the department all GCIS Imbizo fora's and present post Imbizo reports. Manage entity and sector relations: Liaise with relevant stakeholders (Public Entities, Agencies, Provinces, Local Government) to ensure maximum communication coverage and effect. Manage marketing campaigns and events: Conceptualize event management strategies, coordinate and manage events as well as production of post event evaluation reports. Develop project plans with clear scoping and project milestones for all events. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department: Manage the planning and or implementation of projects. Manage and control the Directorate: 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 Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate.
- ENQUIRIES** : Mr Collen Msibi Tel No: (012) 309 3406
- 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.
- CLOSING DATE** : 17 February 2023

OTHER POSTS

POST 02/99 : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/03**

Branch: Office of the Director-General
Chief Directorate: Office of the Director-General
Directorate: Administration

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11)
: Pretoria/Cape Town

: An appropriate 3-year tertiary qualification (NQF level 6) in areas of Public Administration, Secretarial or equivalent with at least 5 years appropriate experience in rendering high level administrative support to Senior/ Executive Management. Experience in a busy Executive Office rendering personal assistance as secretarial support will serve as an added advantage. The following key competencies and attributes are essential; Client Orientation and Customer Focus (Batho Pele); 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 licence Code B or B1. Have the ability to work under pressure and be willing to work beyond normal working hours. Be extremely organised. Assertiveness and a sense of urgency. Must be a team player, flexible and reliable. Must have a broad understanding of work executed in a Senior or Executive Management office environment. Must have good Interpersonal relations. Must be willing to travel. Ability to Manage/Control financial resources. Must have knowledge of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations.

DUTIES : The successful candidate will be responsible for rendering administrative support services to the Director-General and ensure effective functioning of the DG's Office. Manage the Director General's diary. General administrative support services to the Director General. Provide effective handling of priority correspondence. Attend to email correspondence and type documents as required. Manage the schedules of the food service aid and the driver to the DG. Managing all logistical arrangements for the DG including travel & subsistence allowance and procurement in accordance with applicable policies. Prepare agenda & documentation in advance, arrange meeting facilities & secretarial services for the DGs Meetings. Maintain strict confidentiality when working with documents related to staff members and other matters. Provide general administrative assistance as required in the Director General's Branch. Keep record of Director General's documents into computer system and file documents in compliance with the MISS Document. Maintain the prescribed file registers for opening of files, archiving of documents as well as dispatch registers.

ENQUIRIES : Ms. Michelle Phenya Tel No: (012) 309 3172

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.

CLOSING DATE : 17 February 2023

POST 02/100 : **STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRM/2023/04**

(Branch: Administration (Office of the CFO)
(Chief Directorate: Budgeting and Compliance)
(Directorate: Internal Control and Compliance)

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Pretoria

: Recognized degree (NQF level 6) in Internal Auditing/Finance/Accounting with 2 years relevant working experience. The following key competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations: Knowledge of Internal Control Framework; knowledge of BAS, communication skills (verbal and Written) Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, planning and organizational skills.

DUTIES : The incumbent will be responsible to Provide inputs to the review of financial policies and procedures Handle the internal and external audit queries Maintain audit query database Receive, file and reconciliation of payment batches. Monitor compliance with safe keeping of payment batches. Perform the internal

checks on processes. Provide inputs for improvement on the internal checking process.

ENQUIRIES

: Ms Amandla Ngombane Tel No: 012 309 3869

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.

CLOSING DATE

: 17 February 2023