

## 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** : 24 February 2023
- 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 05/146** : **ASSISTANT DIRECTOR: BILATERAL AFFAIRS REF NO: DOT/HRM/2023/06**  
(Branch: (Civil Aviation)  
(Chief Directorate: Aviation Policy and Regulation)  
(Directorate: Air Transport)  
(Sub-directorate: Bilateral Affairs)
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), (all-inclusive salary package)  
: Pretoria (Head Office)  
: A recognised NQF Level 6 qualification in Transport Management / Transport Planning / Law / International Relations. A Minimum of three (3) years' experience at supervisory or practitioner level within the civil aviation environment. Understanding of the civil aviation regulatory frameworks. The following will serve as strong recommendations: Understanding of the aviation industry; Good interpersonal and communication (verbal and written) skills; Good project management skills; Good computer skills, Effective report writing; Willingness to travel and work beyond normal hours.
- DUTIES** : Facilitate the establishment and review of the bilateral air services frameworks with foreign states; Execute the Constitutional process to prepare Bilateral Air Services Agreements (BASA) for signature; Provide technical advice to the International Air Services Licensing Council and their secretariat on the adjudication of airline Licenses and Foreign Operator's Permits; Liaise with the

foreign Aeronautical Authorities, airlines, foreign missions in South Africa and abroad on air transport related matters; Represent the Branch for Civil Aviation at Inter-Departmental and Inter-Governmental Forums; and Manage resources.

**ENQUIRIES** : Ms Thandi Maswanganye Tel No: 012 309 3261  
**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 05/147** : **ROAD DISASTER AND ENVIRONMENT ASSISTANT REF NO: DOT/HRM/2023/07**  
(Branch: Road Transport)  
(Chief Directorate: Road Engineering Standards)  
(Directorate: Road Asset and Quality Management)  
(Sub-directorate: Road Disaster and Environment Management)  
Twelve (12) Months Contract

**SALARY** : R269 214 per annum (Level 07), (all-inclusive salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A matric certificate (Grade 12) and an NQF level 6 / 7 qualification in Disaster / Environmental / Geospatial and two (2) years' experience in road disaster and environmental management or spatial infrastructure development. Knowledge and Skills: Knowledge of Disaster Management; An understanding of Intergovernmental relations; Understanding of Disaster Management Legislation; Project Management, Planning and organisational skills, Computer literacy e.g. excel (spreadsheet and word, etc Verbal and written communication skills; and Must be willing to work beyond normal working hours when required. Knowledge of Batho-Pele Principles.

**DUTIES** : The successful candidate will be responsible to: Assist facilitation of programs on road disaster management planning. Assist facilitate the implementation of disaster resilient and preparedness efforts. Assist provincial coordination of Road/Transport disaster management plans. Provide GIS technical support on road disaster management program. Assist facilitation of disaster response and reconstruction programs. Assist on assessment and verification of road disaster incidents. Assist on monitoring the implementation of disaster grants funded projects. Provide Road Disaster and environment internal and external stakeholders' liaison. Assist in road transport/infrastructure projects EIA processes (authorization and compliance) facilitation. Assist in the promotion of the protection and rehabilitation of the environment by all road infrastructure stakeholders.

**ENQUIRIES** : Mr Solly Chuene Tel No: 012 309 3477  
**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 05/148** : **DRIVER ASSISTANT REF NO: DOT/HRM/2023/08**  
(Branch: Administration (Office of the Director-General)  
(Chief Directorate: Office of the Director-General)  
(Directorate: Office of the Director-General)  
(Sub-directorate: Office of the Director-General)

**SALARY** : R181 599 per annum (Level 05), (all-inclusive salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : An appropriate NQF Level 4 qualification (senior certificate), code EB driving licence. Minimum 3 years driving experience. Knowledge and Skills: good communication (written and verbal); self-assured and confident, literate, telephone etiquette, ability to operate office machinery (photo copy machine) and computer literate.

**DUTIES** : Monitor incoming and outgoing mail and documents, Distribute mail within Office of the Director-General and the Department. Keep register of incoming and outgoing mail/documents. Assist with production of documentation for meetings. Shred documents when required. Delivery and collection of documents within and outside of the Department. Complete log book after trips and complete all necessary documentation for the provided car. Provide transport support for the requirements for the office of the Director-General.

**ENQUIRIES** : Ms Michelle Phenyha Tel No: 012 309 3172

**NOTE**

: Preference will be given to African Female, Coloured Male / Female, White Male / Female, Indian Male and persons with disabilities are encouraged to apply for the position.