

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** : 10 March 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 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.
ERRATUM: Driver Assistant with Ref No: DOT/HRM/2023/08, Please note that the above-mentioned post advertised in the Public Service Vacancy Circular 05 dated 10 February 2023, it has been withdrawn. Apologies for any inconvenience caused. For enquiries contact Mr Herman Seleke Tel No: 012 309 3886.

OTHER POST

- POST 07/186** : **ASSISTANT DIRECTOR: BILATERAL COORDINATION REF NO: DOT/HRM/2023/09**
(Branch: Corporate Services)
(Chief Directorate: International Relations)
(Directorate: Bilateral Coordination)
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), (all-inclusive salary package)
: Pretoria (Head Office)
: An appropriate NQF Level 6 qualification as recognised by SAQA in International Relations or Political Science with 3 years' experience at a supervisory or practitioner level in International Relations field. Note: The following will serve as a recommendation: Organisational and communication skills. Computer literacy. Knowledge of the transport industry environment. Project management, foreign protocols and policy development.
- DUTIES** : Maintain and enhance South Africa's framework of Bilateral Agreements and memorandum of understanding with foreign governments in respect of transport services. Coordinate delegation's arrangements regarding

international engagements. Prepare submissions outlining issues for discussion in consultation with line function, agencies and other stakeholders. Provide administrative and logistical support for negotiations of Bilateral Agreements and assistance in activities leading to signing of bilateral agreements. Provide assistance in activities related to tabling of Agreements in Parliament, safe keeping of all Bilateral Agreements and filing with Department of International Relations and Corporation (DIRCO). Administration of International Relations and other duties. Provide support for the Bi national Commissions (BNCs), Joint Commissions for Cooperation (JCCs) and other meetings. Manage Department's involvement in State visits, foreign Delegations' visits and International/National meetings dealing with international issues as received and compile reports. Make travel and accommodation arrangements. Provide assistance in preparing submissions and compiling country profiles. Represent the Department at Interdepartmental meetings coordinated by DIRCO, DTI and other National Departments. Make follow up on activities with foreign countries as well as line function to ensure progress- Responsible for updating of bilateral reports. Responsible for recording and filling of documents. Perform other ad-hoc tasks as required including protocol services on international engagements.

ENQUIRIES
NOTE

- : Mr Themba Nkontwana Tel No: (012) 309 3157
- : 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.