

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** : 31 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.

MANAGEMENT ECHELON

- POST 09/161** : **DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL)**
REF NO: DOT/HRM/2023/10
Branch: Administration Office of the Director General
Chief Directorate: Office of the Director General
Directorate: Administration
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENT** : An appropriate NQF level 7 qualification in Public Management/ Administration/ Business Management as recognised by SAQA with 5 years of experience at middle Management level in Administration. Driver's license is required. The following will serve as strong recommendations: Candidate should be competent in Financial Management, Human Resource Management, PFMA, Planning and Organising, Project management skills and computer literate. Candidate's skills should include communication; both verbal and written, governance related information, strategy capabilities & leadership, people's management & empowerment, project/programme management, client orientation & customer focus and change management.
- DUTIES** : Provide Administrative support and logistical support to the Director-General (DG). Manage the provision of a strategic administrative support to the DG; manage work-flow process between the DG, Ministry and the Department.

Manage financial systems in the DG's office, risk management and internal control systems. Manage operational planning, monitoring and reporting. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Compile and manage budgets, control cash flow, institute risk management and administer tender procurement process in accordance with the generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Provides a vision, sets the direction for the component to inspire others to plan, execute, deliver and support the organisational mandate.

**ENQUIRIES
NOTE**

: Ms Fekile Nhangombe Tel No: (012) 309 3514
: 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.

OTHER POST

POST 09/162

: **DATABASE ADMINISTRATOR REF NO: DOT/HRM/2023/11**
Branch: Office of the Chief Operations Officer
Chief Directorate: Office of the Chief Information Officer
Directorate: ICT Infrastructure
Sub Directorate: Database Administration

**SALARY
CENTRE
REQUIREMENT**

: R331 188 per annum (Level 08)
: Pretoria
: An NQF level 6 qualification as recognised by SAQA in Information Technology/ Computer Sciences with two (2) years relevant experience in Database Administration. The following will serve as strong recommendations: Windows server 2012, 2016 and 2019 administration, Microsoft SQL server 2014, 2016 and 2019, skills in any business intelligence solution, Microsoft office suite support (Word, Excel, Access and Power-Point) Hardware and Software installation Support. Latest Trends in ICT, communication skills (both written and verbal). Willingness to work beyond normal hours when required.

DUTIES

: The successful candidate will be responsible for administration, maintenance and support of the Department of Transport database. Planning, analysing, developing and designing databases according to user requirement specifications. Determine the data to be stored in the database by performing a data requirement analysis check. Develop business requirements for databases by using data modelling. Implement business intelligence. Perform data analysis and data clean up. Ensure daily, weekly and monthly data backups are working and tested frequently for restorability. Ensure High availability and optimal performance of database.

**ENQUIRIES
NOTE**

: Mr Mandla Mthombeni Tel No: (012) 309 3179
: Preference will be given to African Male, Coloured Male/Female, Indian Male/Female White Male and persons with disabilities are encouraged to apply for the position.