

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** : 06 April 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.

OTHER POSTS

- POST 10/140** : **SENIOR LEGAL ADMINISTRATION OFFICER(MR-6) REF NO: DOT/HRM/2023/12**
Branch: Administration Corporate Services
Chief Directorate: Legal Services
Directorate: Corporate Legal
Sub-directorate: Corporate Legal
- SALARY** : R495 354 – R1 192 677 per annum, (Salary will be determined in accordance with OSD requirements)
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development with 8 years appropriate post qualification legal experience. 8 years post qualification at supervisory experience. Experience in drafting and editing legislations. Knowledge and Skills: Knowledge of South African Law, Interpretation of Act and Regulations, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts. Communication: verbal and written communication, English above average. Computer literate. Governance related to information. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Provide legal advice / opinions: Research the relevant law, draft legal opinions and provide legal advice, provide legal support in corporate documents in

accordance with the law, provide legal support on debts and losses in accordance with the law and sit in appropriate forums discussing debts and losses. Draft / Vet contracts and other legal documents. Provide correct assistance with the coordination of litigation. Perform ad-hoc Ministerial and Director-General tasks. Manage the resources of the sub-directorate: assist with compiling of budget of the directorate, manage assets, provide guidance to staff, ensure performance management of staff and assist with compiling the strategic and annual reports of the sub-directorate.

ENQUIRIES : Mr Sifiso Simelane Tel No: (012) 309 3414

POST 10/141 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): LEGISLATION REF NO: DOT/HRM/2023/13**
 Branch: Administration Corporate Services
 Chief Directorate: Legal Services
 Directorate: Legislation
 Sub-directorate: Aviation and Rail Legislation

SALARY : R495 354 – R1 192 677 per annum (Salary will be determined in accordance with OSD requirements)

CENTRE : Pretoria

REQUIREMENTS : An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development with 8 years appropriate post qualification legal experience. 8 years post qualification at supervisory experience. Experience in drafting and editing legislations Drivers licence required. Knowledge and Skills: Knowledge of South African Law, Interpretation of Act and Regulations, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts. Communication: verbal and written communication, English above average. Computer literate. Governance related to information. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus.

DUTIES : Review regulations and legislations pertaining to Aviation and Rail. Scrutinise and edit international agreement pertaining to Aviation and Rail matters. Provide legal opinion: Ensure proper formulation of problem statement, determine factual situation, determine and research applicable legislation, case law and legal textbook on relevant aspects, apply law to the facts and formulate opinion, draw a conclusion and make specific recommendations. Manage the sub-directorate: provide assistance with the compilation of the budget, annual report and strategic documents, provide guidance and training to staff, manage the distribution of work and monitor progress, manage the development work plans and performance agreements, manage the assets of the sub-directorate.

ENQUIRIES : Mr Sello Mokubane Tel No: (012) 309 3540