

NATIONAL 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** : 21 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 (NGS) has introduce 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 POST

- POST 12/154** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOT/HRM/2023/14**
Branch: Chief Operations Officer
Directorate: Human Resource Development and Performance Management
Sub-Directorate: Performance Management
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (level 9)
: Pretoria
: Applicants must have a recognised NQF level 6 qualification in Human Resource Management/Management/Public Administration with a minimum of 3 years supervisory experience within the PMDS field. The following key competencies and attributes are essential: Knowledge of the Public Service Regulations, thorough knowledge and application of PMDS Directives, prescripts and Collective Agreements on the PMDS and PFMA knowledge; PERSAL knowledge; excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills, problem solving, time management, project management, planning, coordination and organizational skills; computer literacy skills (MS Office, Word Excel).
- DUTIES** : The incumbent will be responsible to: Develop, implement and maintain an effective performance management and development system for the Department. Consult on and maintain the PMDS processes in terms of amended DPSA directives, Collective Agreements Acts & related prescripts. Ensure implementation and timeous adherence to the Departmental PMDS Policy and guidelines. Provide advice on and monitor the PMDS processes in terms of bi-quarterly and annual assessment processes. Conduct workshops and provide assistance with the completion of PMDS documents. Maintain

Departmental PMDS document database for statistical reporting. Research, plan project, draft framework, objectives & engage stakeholder in participation on HR strategies & policies. Implement, communicate, provide training with updated legislative prescripts, Acts & Collective Agreements. Serve on Task Teams and participate in discussions & decision making on relevant strategic issues. Provide an HR advisory, support & information service for the Department. Arrange information sessions and provide training & technical support on documents of complex nature and participate in orientation sessions. Compile management reports, ensure reporting on PMDS as prescribed and respond to audit queries.

ENQUIRIES
NOTE

- : Ms Refilwe Mashamaite Tel: (012) 309 3225
- : 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.