

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** : 05 May 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.

OTHER POSTS

- POST 13/58** : **DEPUTY DIRECTOR: RAIL, AVIATION & MARITIME PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2023/17**
 Branch: Office of the Director General
 Chief Directorate: Public Entity Oversight
 Directorate: Maritime Public Entity Oversight
 Sub Directorate: Maritime Public Entity Oversight
- SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An Appropriate NQF Level 6 in Transport Management/ Transport Planning/ Maritime Studies/ Economics/ Monitoring and Evaluation with a minimum of 3 years relevant junior Management or Assistant Director Experience in a Public Entity Oversight or Maritime Environment. Knowledge and Skills: Understanding of Maritime entities regulation frameworks, Experience in organisational strategic planning, entity oversight performance & financial management, ensure alignment of entities' plans and reports, facilitate the conclusion and signing of shareholder compact/ performance agreement between Executive Authority and Entities and monitor the implementation process, Monitor the performance of entities in line with the set objectives and compile a report to the Executive Authority, performance management and stakeholder management, project management and PFMA. Communication: Verbal and written communication, computer literacy and governance related

to information. The following will serve as strong recommendations: Financial Management, Strategic Capability and Leadership, Peoples Management and Empowerment, Project/ Programme Management, Client Orientation and Cluster focus.

DUTIES

: The successful candidate will be responsible for ensuring alignment of public entity planning documents (Corporate Plans, Strategic Plans, Annual Performance Agreements) within the strategy of the Department, facilitating the conclusion and signing of shareholder compact/SLA between Executive Authority and Entities and monitor the implementation process, monitor and evaluate performance of Maritime entities as stated in the planning documents, analyse quarterly and annual reports of maritime public entities, monitor performance achievements as stated in the business plan, monitor compliance with PFMA and/ or agency enabling legislations, regulations and policies including audit functions, manage stakeholder relationships, participate in the process of parliamentary queries, participate in the process of presentations/ submissions to government structures, participate in project teams to achieve multi-disciplinary approach to meet set objectives of the department , develop the definition of the project missions, goals, tasks and resource requirements develop methods to monitor project or area progress and provide corrective solutions if necessary, work cross functionally to solve problems and implement change, oversee project progress reporting, manage the sub directorate, manage work quality and performance of staff and provide inputs into strategic and annual reports of the directorate.

**ENQUIRIES
NOTE**

: Ms Rabelani Muthaphuli Tel No: (012) 309 3952
: 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 13/59

: **DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO:
DOT/HRM/2023/18**
Branch: Administration (Office of the Director-General)
Chief Directorate: Public Entity Oversight
Directorate: Corporate Governance
Sub-directorate: Corporate Governance

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), (all-inclusive salary package)
: Pretoria
: An appropriate NQF level 6 qualification in Law / Corporate Governance or Corporate Law with 3 years' experience at Assistant Director level in a corporate governance or state-owned enterprise oversight environment. The following key knowledge and skill competencies are essential: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management PFMA National Treasury Regulations and other relevant legislation and polices relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public entities, Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Verbal and Written communication, Computer literate. Governance related to information.

DUTIES

: The successful candidate will be responsible to: Facilitate the process for the appointment of Board Members for Public Entities: Monitor terms of office of the Board and identify vacancies in the Board. Place adverts for call of nominations of vacancies and or upon expiry of the Board. Facilitate the process of receiving and capturing the nominations. Coordinate the shortlisting panel and dates for the shortlisting. Develop submission recommending the shortlisted candidates to the Minister. Coordinate the screening and interviews of the shortlisted candidates. Perform secretariat duties during the interviews and generate submission recommending the appointable candidates. Prepare appointment letters to the Board Members for the Minister's signature to the Chairperson or Company Secretary. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Draft cabinet submission for appointment of Chief Executive Officer (CEO). Prepare appointment letters for the Ministers signature to the Chairperson. Prepare appointment letters of CEO for Minister's signature. Provide advice on governance matters and

compile the necessary reports. Establish a legislative prescribed Management Committee. Process Parliamentary queries with regard to governance related issues. Provide inputs with regard to Public Entity position for cluster meetings. Attend board meetings when assigned. Provide advice to the Board on the selection and appointment of CEO's. Monitor that Company Secretary arranges induction for Board Members. Administer the fair process of dismissal/retirement of Board Members. Ensure compliance documents are in place. Evaluate performance with regards to governance functioning of the Entities. Establish Public Entity Corporate governance structures and Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms Molatelo Motsepe Tel No: 012 309 3851
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 13/60 : **PROGRAMMER REF NO: DOT/HRM/2023/19**
 Branch: Integrated Transport Planning
 Chief Directorate: Chief Information Officer
 Directorate: Business Systems
 Sub Directorate: System Analysis

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENT : An Appropriate NQF Level 6 as recognised by SAQA in Information Technology/ Computer Sciences with Three (3) years' experience at supervisory or practitioner level as a junior programmer specialising in software development. Knowledge and Skills: Java, HTML and JavaScript (Web technology), IDE – Visual code, NetBeans not limited to mentioned once, VB/C# programming, experience in SQL server/Oracle, CSS, Bootstrap, boots faces, angular, Spring boot framework, Relational Database (My SQL, Microsoft sql or postgress), Cloud technology (e.g Amazon aws, Microsoft Azure), Knowledge and experience working with SDLC methodology, Maven Software - Project Management and Comprehensive Tool, Mobile Development added as an advantage.

DUTIES : The successful candidate will be responsible for the following: Develop/code and analyse computer programmes, develop, programme, code and analyse new computer programmes and data structures in accordance with specification and user needs, including screen formats and in accordance to programming standards, conduct daily monitoring of system, perform functional audit testing, perform installation and upgrade of coding software, design and development of change request, provide help desk support and training end users, design new ICT solutions, improve systems by studying correct practices and designing modifications, maintain system protocols by writing and updating procedures, provide references for users by writing and maintaining user documentation, extract reports according to specifications from business analysis, complex user data extract requests from provinces and business, develop reporting according to specifications from business, provide inputs on the terms of reference and user requirements, implement projects following SDLC methodology, provide inputs on user requirements specifications, assist with functional requirements, and provide inputs on user acceptance testing cases.

ENQUIRIES : Ms Leshidi Moruthane Tel No: (012) 309 3234
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 13/61 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/20**
 Branch: Civil Aviation
 Chief Directorate: Aviation Policy and Regulation
 Directorate: Air Transport
 Sub Directorate: Bilateral Affairs

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENT : An Appropriate NQF Level 6 in Public Administration/ Public Management/ International Relations/ with 3 years' experience in the Civil Aviation Environment. Knowledge and Skills: Public Service Regulations, Computer

- literacy, Interpersonal Skills, Organising and Planning Skills, Communication (Written and Verbal), Analytical Skills, Problem Solving Skills, Report Writing Skills.
- DUTIES** : The successful candidate will be responsible for drafting the annual bilateral schedule and organising meetings of the strategic planning committee (SPC), Secure date, Venue, Catering, and transportation, circulate invitation letters, prepare packs and necessary documentation, and keep register of attendance, provide administrative and logistical support for negotiations of air service agreements and memoranda of understanding, attend to correspondence on bilateral air transport matters, process applications for designation of airlines, process airline schedule, process code share applications and provide administrative support in the execution of necessary processes for signing of bilateral air service agreements, submit the BASAs to the Departments of Justice and Foreign Affairs to ensure compliance with domestic and international requirements, submit the agreements to the treaty section of the DFA for binding, draft ministerial submissions to obtain presidential minutes to sign agreements, arrange a signing ceremony for the agreements to be signed, Register the BASAs with the International Civil Aviation Organisation and attend to all correspondence on bilateral matters.
- ENQUIRIES NOTE** : Mr Owen Rikhotso Tel No: (012) 309 3848
: 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 13/62** : **ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/21**
Branch: Administration (Office of the Director-General)
Chief Directorate: Office of the Director-General
Directorate: Office of the Director-General
Sub-directorate: Parliamentary Service and Strategic Support
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Pretoria
: An appropriate NQF level 6 qualification in Public Administration / Public Management / Business Management / Office Administration with 2 years' experience in Administration or Support Services. The following key knowledge and skill competencies are essential: Knowledge and experience of Parliamentary & legislative processes, political awareness and familiarity with broad lines of government policy. Knowledge and experience of stakeholder management. Ability to liaise effectively with senior politicians and government officials. Ability to manage external consultants, Excellent Communication skills. Excellent writing and editing skills. Computer literate.
- DUTIES** : The successful candidate will be responsible to: Coordinate and facilitate the flow of information and documentation within the Office of the Director-General in Cape Town. Receive and refer documentation to relevant managers in the Department. Keep track of documents [referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the Director. Apply quality control on all documents before presenting them to the Director. Provide Administrative Support. Administer S&T claims and other related expenditure. Provide secretariat services. Provide Support to the Director on Parliamentary matters. Assist the Director with parliamentary matters and responses and ensure that line function managers respond to questions on time. Liaise with DOT/public entities on parliamentary related matters. Liaise with Ministry and the Department on parliament programme. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and/or review of operational plan. Compile various submissions/ memoranda and responses. Attend to queries from Internal Audit. Make travel or conference bookings and confirmations. Provide records keeping. Manage outgoing and on-going assets. Provide an efficient and effective support system in the Office of the Director-General. Assist with Cabinet issues. Draft submissions, letters, and routine communication. Develop presentations, if and when required. Refer correspondence and enquiries to the relevant persons in and outside of Department. Act as information officer and respond to enquiries from the public. Provide logistical support at all DC's meetings. Manage the DG's diary in CT & Manage projects instructed by the DG. Prepare meeting packs for the DG. Provide administrative support to the DG.
- ENQUIRIES** : Ms Michelle Phenyha Tel No: 012 309 3172

- 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 13/63** : **ORGANISATIONAL DEVELOPMENT OFFICER NO: DOT/HRM/2023/22**
 Branch: Corporate Services
 Chief Directorate: Human Resource Management and Development
 Directorate: Employee Health and Wellness, Organisational Development and Change Management
 Sub-directorate: Organisational Development
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF Level 6 qualification in Management Services I Operations Management / Production Management with at least 2 years minimum working experience in the Organisational Development/ Work-study environment. The following key knowledge and skill competencies are essential: Knowledge of Public Service and Departmental Prescripts and policies, work study principles and techniques, Job Design and Job Description compilations, policies, procedures and prescripts research/ analysis, Job analysis and evaluation. Applicant must be able and willing to travel nationally and be able to work under pressure.
- DUTIES** : Provide organisational development and job evaluation administrative support services, arrange that applicable documents are completed and submitted, inform relevant Senior Managers of process/ progress, compile appointment letters of job evaluation panel members, facilitate the development of Job Descriptions, consult the draft job description with the relevant client/s, Quality assure the input from clients, facilitate the sign-off of the job description/s, capture the signed Job Description on the Job description repository, provide signed copies of signed job descriptions to clients on request, render support with regard to the provision of secretariat services, assist with the arrangements of venue for meetings, arrange job evaluation meetings, record and compile minutes during meetings, submit job evaluation outcomes to relevant stakeholders for implementation, prepare and compile meeting packs (attendance register, confidentiality forms, agenda), maintain organisational development databases, ensure documents are filed correctly on relevant files, retrieve documents as and when requested, update and maintain job descriptions filing system, update and maintain the job evaluation filing system, and update and maintain the organisational structure.
- ENQUIRIES NOTE** : Mr Mvuyisi Ndlebe Tel No: 012 309 3521
 : 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 13/64** : **PROCESSING AND ISSUING OFFICER REF NO: DOT/HRM/2023/23**
 Branch: Public Transport
 Chief Directorate: Public Transport Regulation
 Directorate: National Public Transport Regulator
 Sub-directorate: NPTR Institutional Support
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 qualification in Transport Management or Transport planning or Public Management or Administration plus a minimum of two (2) years relevant experience in a Public Transport environment. The following key competencies are essential: Good customer service; excellent written and verbal communication skills; knowledge of NLTA (Act 05 of 2009) and its regulation; National Land Transport Information System; knowledge of Public Finance Management Act (PFMA); Project Management and computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills; report writing; organising abilities; ability to work in a team; willing to work beyond normal working hours.
- DUTIES** : Process and verify application for interprovincial and tourist transport services: Cross-check Tax Clearance Certificate or Compliance Certificate. Obtain criminal record on SAPS 69. Process application for accreditation. Check if tourist operators are fit and proper persons to operate tourist transport service

in line with the recommendation of the NPTR inspectorate. Check whether the checklist is properly completed and Refer application to tourist authorities and Provincial Regulatory Entities (PREs). Issue operating licence for tourist and interprovincial transport service: Ensure that applicants comply with conditions imposed by NPTR. Check tax clearance or compliance before issuing an operating Licence. Check matters such as registration and licensing on e-natis before issuing an operating licence. Issue accreditation certificate. Handle queries and inquiries: Acknowledge receipt of queries and inquiries from internal and external stakeholders. Provide response to the received inquiries. Provide status report on applications. Attend to walk-in applicants. Perform general administration of the NPTR: Attend to ad-hoc issues. Ensure proper hand-over of files from/ to the next section. Ensure proper safeguard of face value documents. Prepare progress reports.

**ENQUIRIES
NOTE**

: Mr Thabisho Lokwalo Tel No: 012 309 3572
 : 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 13/65

: **HELP DESK OFFICER REF NO: DOT/HRM/2023/24**
 Branch: Public Transport
 Chief Directorate: Public Transport Regulation
 Directorate: National Public Transport Regulator
 Sub-directorate: NPTR Institutional Support

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 qualification in Transport Management or Transport planning or Public Management or Administration plus a minimum of two (2) years relevant experience in a Public Transport environment. The following key competencies are essential: Good customer service; excellent written and verbal communication skills; knowledge of NLTA (Act 05 of 2009) and its regulation; National Land Transport Information System; computer literacy (MS Word, Power Point, Excel etc.). Good understanding of how the machinery of government works including the linkages between the spheres of government. Good interpersonal skills and report writing; organising abilities; ability to work in a team; willing to work beyond normal working hours.

DUTIES

: The successful candidate will be responsible to: Provide assistance to the client at the Helpdesk: Perform a general review of clients' documentation. Give attention to specific circumstances of the client in order to establish what is required and whether the client has any specific needs. Provide application forms to the applicants. Handle public enquiries with regard to the status of their applications. Confirm if the applicants have deposited the application fee into the bank account. Allocate and capture the account reference number on all supporting documents. Facilitate the lodging of applications: Verify documents/relevant systems: (OLAS) Operating Licence. Administration System and (RAS) Registration Administration System. Attach and complete a checklist. Capture applications on National Land Transport Information System (NLTIS). Maintain compliance with document management. Conduct cash management process. Create and store files. Follow up on all the transactions. Ensure that information on operator representatives is recorded. Ensure register of accredited operators is kept and available for inspection. Provide copies of documents when necessary. Refer applicants to appropriate counters. Provide assistance in processing of operating licence and facilitates the accreditation process. Cross-check Tax Clearance Certificate or Compliance Certificate. Obtain criminal record on SAPS 69. Obtain Certificate of Fitness COR before issue an operating licence. Adhere to conditions imposed by the NPTR. Process application for accreditation and re-accreditation. Check if tourist operators are fit and proper persons to operate tourist transport service. Refer application to tourist authorities and Provincial Regulatory Entities (PREs). Issue operating licence for tourist operators and interprovincial services. Attend to ad-hoc issues. Deal with public inquiries. Ensure proper hand-over of files from/to the next section. Prepare progress reports

**ENQUIRIES
NOTE**

: Mr Thabisho Lokwalo Tel No: 012 309 3572
 : 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.