

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** : 26 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 (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 16/124** : **DEPUTY DIRECTOR: RAIL ECONOMIC REGULATION REF NO: DOT/HRM/2023/29**
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Economic Regulation
- SALARY** : R958 824 per annum (Level 12) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate NQF level 6 qualification recognised by SAQA in Economics/Transport Management/Law coupled with 5 years experience in an economic regulation or competition environment or relating to the regulation of network industries, of which 3 years experience should be at junior management or Assistant Director level. Proficiency in one or more of the following competencies will also be considered: Knowledge of the market structure of network industries and economic regulation of infrastructure and operations; Knowledge on development and implementation of frameworks relating to accessing the network, tariff methodologies and levels of service. Experience in stakeholder engagements in the development of frameworks. Communication skills (verbal and written English must be above average), computer literacy, Financial Management, Strategic Capability and

- Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation.
- DUTIES** : The successful candidate will: Manage the development and implementation of economic regulation frameworks for the rail transport sector. Provide secretariat and technical support to the Interim Rail Economic Regulator (IRERC). Support the operationalisation of the rail transport mode within the Transport Economic Regulator (TER) once established. Monitor the performance of rail entities in relation to economic regulation activities. Conduct research, international benchmarking and analysis related to economic regulation activities. Conduct consultation and stakeholder management in the development of frameworks for rail economic regulation. Provide economic regulatory oversight of rail entities in line with the mandate of the IRERC and TER. Support the Directorate and provide strategic inputs in line with the mandate of the Directorate.
- ENQUIRIES** : Ms. Mala Somaru Tel No: (012) 309 3925
- 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 16/125** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/30**
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General
Directorate: Administration
- SALARY** : R811 560 per annum (Level 11) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria/Cape Town
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF level 6) in areas of Public Administration, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be at junior management / Assistant Director level in rendering high level administrative support to Senior / Executive Management. Experience in a busy Executive Office rendering personal assistance as secretarial support will serve as an added advantage. The following key competencies and attributes are essential; Client Orientation and Customer Focus (Batho Pele); Comply with MISS requirements; Good communication (written and verbal); interpersonal skills; Organised, Analytic, Problem Solving; and Computer skills. Have the ability to work with people. Possession of a valid driver's licence Code B or B1. Have the ability to work under pressure and be willing to work beyond normal working hours. Be extremely organised. Assertiveness and a sense of urgency. Must be a team player, flexible and reliable. Must have a broad understanding of work executed in a Senior or Executive Management office environment. Must have good Interpersonal relations. Must be willing to travel. Ability to Manage/Control financial resources. Must have knowledge of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations.
- DUTIES** : The successful candidate will be responsible for rendering administrative support services to the Director-General and ensure effective functioning of the DG's Office. Manage the Director General's diary. General administrative support services to the Director General. Provide effective handling of priority correspondence. Attend to email correspondence and type documents as required. Manage the schedules of the food service aid and the driver to the DG. Managing all logistical arrangements for the DG including travel & subsistence allowance and procurement in accordance with applicable policies. Prepare agenda & documentation in advance, arrange meeting facilities & secretarial services for the DGs Meetings. Maintain strict confidentiality when working with documents related to staff members and other matters. Provide general administrative assistance as required in the Director General's Branch. Keep record of Director General's documents into computer system and file documents in compliance with the MISS Document. Maintain the prescribed file registers for opening of files, archiving of documents as well as dispatch registers.
- ENQUIRIES** : Ms. Michelle Phanya 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.