

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** : 23 June 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 SMS posts 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 Senior Management 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 18/94** : **CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2023/15**
Branch: Rail Transport
- SALARY** : R1 371 558 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An appropriate NQF level 7 in Transport Economics, Transport Management Engineering, Political Science, Policy Studies and LLB recognized by SAQA and SMS pre -entry certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognized NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Compilation of management reports. Sound knowledge of Public Finance Management Act (PFMA). computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation, Customer Focus and Change Management. Knowledge of government legislative and Policy development processes. Excellent communication skills (verbal and writing).
- DUTIES** : Lead the development of policy and strategy for the rail industry in South Africa. Development of a regulatory framework for rail sector including the legislation. Manage the stakeholder engagement on policy issues to provide strategic direction and develop trends for the sector. Development of rail economic regulation framework by providing advice in the development and

implementation of economic regulation framework. Manage the development of rail transport safety and security through development of regulatory tools. Analyze and advise on reports/investigations pertaining to rail safety. Provide regulatory oversight to PRASA and RSR to ensure alignment and implementation of policy directives by rail entities. Manage and control the chief directorate by establishing and maintaining governance and administrative systems continuity within the work of the branch. Ensure the compilation of the annual report and strategic plan of the chief directorate.

ENQUIRIES

: Mr N Makaepa Tel No: 012 309 3541

NOTE

: Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 18/95

: **CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2022/16**

Branch: Maritime Transport Branch

Chief Directorate: Maritime Infrastructure and Industry Development

SALARY

: R1 371 558 per annum (Level 14), (all inclusive- salary package) of which 30% can be structured according to individual needs

CENTRE

: Pretoria (Head Office)

REQUIREMENTS

: An appropriate recognised NQF level 7 in Maritime Studies, Transport Planning or Transport Economics, Bsc Civil Engineering or equivalent qualifications. Plus 6 -10 years relevant experience of which 5 years must be at senior management level. Note: The following will serve as recommendations: Willing and able to deliver effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiate, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment; Knowledge of Public Management Financial Act (PFMA) and Treasury Regulation; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Sound knowledge of the Public Administration regulations and procedures; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Knowledge of the South African Maritime Transport environment; Extensive knowledge of the Port Environment and structures; Complex problem solving and decision-making skills; Good organisational and interpersonal skills; Willingness to travel and work beyond normal working hours.

DUTIES

: The successful candidate will: Review effectiveness of current economic regulation and make recommendations to boost industry growth. Manage the promotion of the maritime industry locally, regionally and globally. Manage the development and planning for Maritime Transport Infrastructure and freight logistics. Provide oversight on the delivery of Project Operation Phakisa and develop maritime service level agreements and charter guidelines. Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster, economic growth and development of the country. Manage the development of an effective and productive South African port industry that is capable of contributing to the economic growth and development of the country and improves port efficiency. Provide technical support in the delivery of Project Operation Phakisa (Oceans Economy) through planning, execution, monitoring processes. Manage and control the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Establish and maintain governance and administrative system's continuity within the work of the branch. Authorise expenditure. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Monitor the planning, organising and delegation of work. Manage the planning and or implementation of projects. Ensure staff complete and report on PMDS which is aligned to the APP and strategic documents. Ensure monitoring & evaluation is carried out in all areas of the Chief Directorate. Ensure effective management of project resources, project budget and resource allocation.

ENQUIRIES

: Mr M. Madiya Tel No: (012) 309 3329

NOTE : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

POST 18/96 : **DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2023/31**
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Safety Regulation
Sub-Directorate: Rail Safety Regulation

SALARY : R1 162 200 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 7 qualification in Transport Economics, Transport Management, Transport logistics or Planning, Engineering or Legal qualification as recognised by SAQA and an SMS pre-entry certificate, plus 6 - 10 years' experience in Rail Safety Regulatory environment of which 5 years should be at middle management level. Note: The following will serve as strong recommendation: Exposure to legislative drafting and understanding of Government legislative processes, knowledge of Public finance Management Act (PFMA), Knowledge and understanding of legislative framework governing railway safety, understanding of intergovernmental relations, analytical and problem-solving skills, Project management skills and understanding of procurement legislation and processes.

DUTIES : The successful candidate will: Perform and ensure regulatory oversight of the Railway Safety Regulator. Manage the development of the Railway Safety Regulatory Framework. Develop and amend the Railway Safety Regulator Act. Develop railway safety regulations to ensure the implementation of legislation. Ensure effective implementation of Railway Safety Regulator Act, 2002 by relevant Entities. Facilitate the development of standards for the rail industry. Ensure the develop a safety permit fee regime model. Develop and implement rail incidents and investigations framework in line with legislative prescripts. Co-ordinate rail safety initiatives between relevant stakeholders. Benchmark the performance of rail entities and strategies with other Regulators. Ensure annual reporting of railway safety performance. Represent the Department in regional and international structures on rail safety. Provide project management support to railway safety projects and initiatives. Ensure the compilation of the annual report and strategic plan of the Directorate. Efficient management of the Directorate budget and process.

ENQUIRIES : Mr. N. Makoapea Tel No: (012) 309 3921

NOTE : 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 POSTS

POST 18/97 : **OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2023/32**
Branch: Various

SALARY : R359 517 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 3-years' experience in rendering support services to senior management. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.

DUTIES : The successful candidate will be responsible for providing support services to the Deputy Director-General, answer and record telephone / facsimile / e-mail activity on behalf of the Deputy Director-General as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Deputy Director-General of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required , create a database of clients with respect to contact information, line of business and other information, ensure issues needing the chief director's attention are

arranged in such a way that the Deputy Director-General needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task such as compiling or typing letters and accept or decline invitations, coordinate engagements across the Deputy Director-General. Attend to documentation (filing, tracking, update and disposal thereof), Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to personnel and stakeholders etc. ensure safekeeping of all documentation in the office in line with relevant policies, keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, senior management and other matters before releasing to the media or the public. Perform general office administration, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in. Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

ENQUIRIES
NOTE

: Mr T. Mzizi Tel No: (012) 309 3732
: Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 18/98

: **OFFICE ADMINISTRATOR GRADE II REF NO: DOT/HRM/2023/33**
Branch: Various

SALARY
CENTRE
REQUIREMENTS

: R294 321 per annum (Level 07)
: Pretoria
: A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 2-years' experience in rendering support services to senior management. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.

DUTIES

: The successful candidate will be responsible for providing support services to the Chief Director, answer and record telephone / facsimile / e-mail activity on behalf of the Chief Director as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Chief Director of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required, create a database of clients with respect to contact information, line of business and other information, ensure issues needing the chief director's attention are arranged in such a way that the chief director needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task such as compiling or typing letters and accept or decline invitations, coordinate engagements across the Chief Directorate. Attend to documentation (filing, tracking, update and disposal thereof), Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to personnel and

stakeholders etc. Ensure safekeeping of all documentation in the office in line with relevant policies. keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, senior management and other matters before releasing to the media or the public. Perform general office administration, send and receive faxes, emails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in, receive visitors, keep and maintain a leave register of staff, Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, Finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

**ENQUIRIES
NOTE**

: Mr T. Mzizi Tel No: (012) 309 3732
 : 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 18/99

: **OFFICE ADMINISTRATOR GRADE I REF NO: DOT/HRM/2023/34**
 Branch: Various

**SALARY
CENTRE
REQUIREMENTS**

: R241 485 per annum (Level 06)
 : Pretoria
 : A recognised NQF Level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 1-year experience. Note: The following will serve as recommendations: Computer literature certificate, administration skills certificate, record keeping, excellent written and verbal abilities, experience of Corel and Microsoft, client satisfaction, both internal and external.

DUTIES

: The successful candidate will be responsible for providing support services to the Director / Directorate, answer and record telephone / facsimile / e-mail activity on behalf of the Director as well as screen calls, record and deal with queries from public and personnel in the department, make appointments and keep diary updated (inform Director of appointments, ensure no overlaps occur, reschedule appointments when necessary), keep message system updated / forward information as required (for Director), create a database of clients with respect to contact information, line of business and other information, ensure issues needing the director's attention is arranged in such a way that the director needs only spend the minimum time to deal with them, reply to invitations, collect newspapers / newspaper clippings, perform various task for the Director, such as compiling or typing letters and accept or decline invitations, coordinate engagements across Directorate. Attend to documentation (filing, tracking, update and disposal thereof), receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately, perform document tracking for all documentation (correspondence and memoranda), distribute documentation to Directorate personnel and stakeholders etc. Ensure safekeeping of all documentation in the office of the director in line with relevant policies, Keep record of incoming and outgoing documents, ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister, ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up), maintain strict confidentiality when working with documents related to staff, directors and other matters before released to the media public, keep register for all leave records as prescribed. Perform general office administration, send and receive

faxes, emails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences as necessary, obtain relevant quotes and order supplies, administer travel arrangements (accommodation, travel, venues arrangements etc.), administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc), provide secretariat support for meetings (take minutes and compile agendas), assist the Director to ensure deadlines for MPDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in, receive visitors, perform tasks of a personal nature for Directorate, keep and maintain a leave register of staff. Assist in organizing meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature), keep circular, relevant policies updated (HR Policies, Finance policies and supply chain policies etc), buy refreshment supplies for the office, assist with preparation of presentations for meetings / workshops / seminars / conferences, assist with exhibitions / displays at meetings / workshops / seminars / conferences, Perform chief user clerk services, complete and sign VAS 2 forms, order stationery, equipment and furniture for the office, monitor office orders, make follow ups on orders, keep an inventory of stationary.

ENQUIRIES
NOTE

- : Mr T. Mzizi Tel No: (012) 309 3732
- : 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.