

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 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.

MANAGEMENT ECHELON

- POST 19/85** : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2023/35**
Branch: Administration (Office of the Director-General)
Chief Directorate: Public Entity Oversight
- 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 undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics/ Transport Planning/ BCom Business / Financial Management / Law/ Corporate Governance/ Company Law with a minimum of 5 years' experience at a senior management level in a Corporate Governance or State-Owned Enterprise Oversight environment. A valid driver's licence is required. Knowledge and Skills: The following will serve as recommendations: 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 policies 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. Financial Management. 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. Strategic Capability & Leadership. Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES

: Provide public entity corporate governance advisory services. Facilitate the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure compliance documents are in place. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities. Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DOT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Manage Stakeholder Relationships. Ensure compliance of Public Entities with financial requirements. Coordinate, analyse and report on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relations. Manage and coordinate stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Form as a point of contact between the Department and Public Entities. Process stakeholder queries. Process Parliamentary questions. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Participate in the planning and or implementation of cross functional projects. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Research and identify methods to monitor projects and apply. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Manage project progress reporting. Manage and control the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Set budget levels.

ENQUIRIES

: Ms Fikile Nhangombe Tel No: (012) 309 3514

: 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.

NOTE

OTHER POSTS

POST 19/86

: **DEPUTY DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/2023/36**
 Branch: Integrated Transport Planning
 Chief Directorate: Freight Logistics
 Directorate: Logistics Infrastructure
 Sub Directorate: Logistics Infrastructure

SALARY

: R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE REQUIREMENTS

: Pretoria

: An undergraduate NQF level 6 qualification in Transport Economics / Transport Management/ Transport Planning/Logistics Management with 3 years at a Junior Management/ Assistant Director level in Freight Logistics environment.

<u>DUTIES</u>	: Knowledge and Skill: Sound knowledge of Freight Logistics Operations and Infrastructure Extensive. knowledge in freight logistics. Project management. Presentation skills. Intermodal knowledge. Interpersonal relation skills. Stakeholder Management. Extended Management Development Programme. Financial Management. Communication verbal & Written communication - English - above average and must be computer literacy. : The successful candidate will be responsible to: Ensure the implementation and evaluation of the Road Freight Strategies. Establish industry task team to discuss the implementation of the RFS, the challenges and industry expectations. Develop a Freight Road to Rail Migration Plan (FRRMP). Develop a position on the role and path of Freight Logistics in South Africa. Establish an interdepartmental task team to act as the steering committee for the Freight Road to Rail Migration Plan. Ensure the delivery of quality drafted implementation plan. Develop an intermodal facility framework / strategy. Research to be conducted on existing intermodal facilities, their role and projected growth. Ascertain government's infrastructural requirements. Physical visit to intermodal interface sight to understand the functionality of such spaces. Draft proposed position. Liaise with existing forums to ensure collaboration and integration on intermodal facilities. Ensure and facilitate the implementation of the Road freight strategy. Draft Implementation Plan and work on monitoring and evaluation throughout the process. Develop modal strategies to enhance and improve logistics infrastructure. Support the establishment of provincial transport planning forums as well as a national transport planning forum. Liaise with all existing planning forum to ensure integrated planning. Form part of provincial planning structures to give a national perspective on planning as a tool to ensure unity. Attend municipal Transport Technical Committees to ensure synergy in planning and unity of course as required. Ensure stakeholder management at all times (internal and external) for optimal integrated planning processes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Develop the definition of the project missions, vision, goals, tasks and resources requirements. Develop methods to monitor projects or area progress and provide corrective solutions if necessary. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Oversee project progress reporting. Manage the Sub-directorate.
<u>ENQUIRIES</u>	: Ms Mhlali Gqada Tel No: (012) 309 3641
<u>NOTE</u>	: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<u>POST 19/87</u>	: <u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DOT/HRM/2023/37</u> Branch: Ministry Chief Directorate: Ministry Directorate: Ministry Sub Directorate: Ministry
<u>SALARY</u>	: R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate NQF Level 7 qualification or equivalent as recognised by SAQA with 3 - 5 years management level. Knowledge and Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
<u>DUTIES</u>	: Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the

executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet / executive council support service to the executive authority. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Provide general supervision of the employees in the office of the executive authority. Provide quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES
NOTE**

: Ms Zandile Mthembu Tel No: (012) 309 3433
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.

POST 19/88

: **AUDIT COMMITTEE REF NO: DLCA/HRM/2023/01**
 Invitation For Applications And / Or Nominations to serve as members of the Driving License Card Account Audit Committee
 Term: The term of office is three years (part-time basis - approximate number of meetings is six per annum (four ordinary / regular and two special meetings).

**SALARY
CENTRE
REQUIREMENTS**

: Remuneration will be in terms of the National Treasury rates
 : Pretoria
 : Appropriate three-year qualification or higher in Law/ Risk Management/Accounting/Auditing or Governance, coupled with more than five years' management experience gained from either the following: Legal services, Accounting and Auditing, Information technology management and/or analysis, Compliance and/or Risk Management. Excellent communication skills (verbal and written). Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or as retired professionals. Knowledge of the transport sector will serve as an advantage. Knowledge of the Public Finance Management Act and its Treasury Regulations, and other relevant legislation/policies. e.g. General Recognised Accounting Practices (GRAP).

DUTIES

: The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter/terms of reference (TOR's). The roles and responsibilities of the Audit Committee are clearly defined in the approved charter /TOR's of the Committee. The Audit Committee will fulfil its oversight responsibilities to ensure that the Entity maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. The Committee will review the effectiveness of the Internal Control Systems; effectiveness of Internal Audit Activity; the risk areas of the Entity's operations to be covered in the scope of internal and external audits; the adequacy, reliability and accuracy of the financial information provided to management and other users of such information; any accounting and auditing concerns identified as a result of internal and external audits; the Entity's compliance with legal and regulatory provisions; provide direction on the work of internal audit, including its annual work programme, coordination with external auditors, the reports of significant investigations, and the responses of management to specific recommendations and the review of the Entity 's financial statements. The Audit Committee will also ensure compliance with legislation and assist the Head of Entity in the effective execution of his responsibilities by reporting and making recommendations to the Head of Entity.

**ENQUIRIES
APPLICATIONS**

: Mr Peter Mailula Tel No: (012) 347 2522 / Ext 254
 : should be forwarded to DLCA HR, Driving Licence Card Account, Private Bag X25223, Monument Park, Pretoria, 0105 OR hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048 or Emailed to Applications@dlca.gov.za

NOTE

: 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). Only shortlisted candidates will submit certified copies of all qualifications and ID document on the day of the interviews. Only applications for nominations can be emailed to the above-mentioned addresses. No emailed application for vacancies within the Department will be accepted.