

## 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 Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	28 July 2023
<b><u>NOTE</u></b>	:	Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at <a href="http://www.gov.za">www.gov.za</a> ) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to submit the requested documents/information will result in your application not being considered. 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. 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. Furthermore, these posts are being re-advertised and candidates who applied previously must re-apply if they're still interested in the posts.

## OTHER POSTS

<b><u>POST 23/130</u></b>	:	<b><u>DEPUTY DIRECTOR: MARITIME POLICY DEVELOPMENT &amp; LEGISLATION REF NO: DOT/HRM/2023/40</u></b> Branch: Maritime Transport Chief Directorate: Maritime Policy Development Directorate: Maritime Policy Development and Legislation Sub-directorate: Maritime Policy Development and Legislation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R958 824 per annum (Level 12), (all-inclusive salary package) Pretoria A recognised NQF level 6 qualification in Maritime Law or an LLB Degree with 3 years' experience at a Junior Management or Assistant Director level in drafting legislation as well as knowledge of ratification of conventions. The following key knowledge and skill competencies are essential: Knowledge of South African Maritime Transport Environment, knowledge of the Merchant Shipping Act and relevant Maritime Regulations, knowledge of International Maritime Treaties/ protocols (IMO/ILO), ability to draft legislation, presentation Skills, good Legal Administration skills, compilation of management reports, PFMA, Verbal & Written communication skills, above average computer literacy, financial management.
<b><u>DUTIES</u></b>	:	Develop policies in support of branch strategies, participate and provide input in the development and implementation of Regulations, consult with stakeholders through meetings on a regular basis, participate and ensure the implementation of Maritime Regulations and Acts, participate and provide input in the drafting of the Maritime Legislation and Regulations, develop and review maritime legislation emanating from International Conventions, which impact

on safety, security and Marine Environment Protection, monitor the implementation of the Comprehensive Maritime Transport Policy (CMTP). Develop effective legislation in support of policies, participate and provide input in the drafting of legislations in line with the government policies, compile of Bills and Regulations presentations in government clusters, prepare presentation on Legislations and present to the different Director General's Clusters, prepare presentation on Legislations and present in Parliament. Manage the enactment of international instruments which have been ratified, write Letters to the relevant Stakeholders for comments, participate in ratification of Maritime International Conventions / Treaties, consolidate the comments from Stakeholders, draft submissions and Cabinet Memos to the Minister, give technical support to the Branch Management in terms of preparatory papers, prepare presentation of the ratification Conventions to EXCO, prepare presentation on Legislations and present in Parliament. Conduct policy research in support of maritime sector needs, conduct research, gather information from the line function, peruse and study drafts of proposed conventions and amendments, peruse and study Legislation, benchmark on National Legislation with international countries, determine factual and legal situation, coordinate inputs and prepare presentations for meetings, liaise with agencies on amendments and other legislative matters, compile submissions to Minister. Audit the effectiveness of related legislation in compliance with international standards and amend as required, audit and evaluate current legislation for the Department, ascertain whether legislation is in accordance with principles of drafting and interpretation of statutes, ascertain intention of Department and Statutory bodies are reflected in the said legislation, consult with line functionaries and Agencies on legislation. Manage the Sub Directorate, develop operational standards and ensure the attainability & sustainability, provide input into the Budget of the Directorate Manage and implement service delivery by measuring performance, manage performance and appraisal of lower level staff, compile monthly, quarterly and annual reports, plan, organize and control activities pertaining to the component, compile, maintain and monitor the sub-directorate's strategic, annual performance plan / operational plans, manage the assets of the Sub directorate, ensure capacity development of staff.

**ENQUIRIES  
NOTE**

: Mr C. Mpahlwa Tel No: (012) 309 3040  
 : 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 23/131**

: **DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2023/41**  
 Branch: Administration (Office of the Chief Financial Officer)  
 Sub-directorate: Project Management and Financial Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R811 560 per annum (Level 11), (all-inclusive salary package)  
 : Pretoria  
 : An NQF level 6 qualification in Public Administration/Public Management/ Finance/ Internal/External Auditing/ Business Administration/ Project Management with 3 years' working experience at junior management or Assistant Director level in Administration. The following key knowledge and skill competencies are essential: Compilation of management reports, PFMA, verbal & written communication, above average computer literacy, governance related to information, financial management, strategic capability & leadership, people management & empowerment, project/programme management, client orientation and customer focus and change management.

**DUTIES**

: Provide a financial management service to the Branch, provide planning for the respective Medium-Term Expenditure Framework (MTEF) budget cycle, ensure funds are committed under the correct budget allocation, provide forecasting and expenditure trends, monitor programme/sub-programme/responsibilities budget for over and under expenditure, do virements and shifting of funds within and across programme/sub-programmes/responsibilities, report unauthorized, irregular, fruitless and wasteful expenditure, analyse and provide input according to the budget guidelines as issued by National Treasury, provide certification and approval (specific delegated authority [as Budget Controller]) of pay roll, approval of travel, accommodation, S&T, conference bookings, invoice in respect of all photocopiers for the Branch, oversee the Sub-Budget Controller. Render

strategic support service to the Branch, manage and coordinate requests & queries from Auditor-General & Internal Audit, manage the arranging of the Branch's annual and ad hoc strategic planning sessions, represent the branch in the Strategic Planning Coordinating Committee, Departmental Committees/Panels, manage the submission of the quarterly and annual performance reports as well as the submission of the portfolio of evidence in terms of the technical indicators linked to the APP, consolidate and draft (where applicable) input for strategic plan, annual performance plan, annual report and business plan of the Branch, ensure that logistical support is provided during branch (international and local) conferences, seminars, workshops etc., coordinate and consolidate the branch (and drafting in some instances) quarterly and annual performance reports, contribute/respond to parliamentary questions and Promotion of Access to Information Act (PAIA) requests, coordinate the input into various documents and reports (State of Nation Address, Medium Term Strategic Framework, Budget Vote, Handover Reports, etc.). Manage as Responsibility Manager the Administrative Support budget, ensure that the system of financial management and internal control is carried out, ensure the effective, efficient, economic and transparent use of financial and other resources, take effective and appropriate steps to prevent unauthorized expenditure, irregular, fruitless and wasteful expenditure and any under-collection of revenue due, comply with the provisions of the PFMA including any delegation and instructions, manage the safeguarding of assets and liabilities, ensure that all contractual obligations are paid including inter-departmental claims, report on a monthly basis to the Programme Manager on the Expenditure statement, Procurement report and Progress against objectives. Render logistical and related support to officials seconded abroad, manage the requests for placements/re-appointments abroad from the Branch with HRM and DIRCO, manage the applications for Special Travelling Privileges (STP), renting of motor vehicles, extensions for temporary accommodation during transitions, manage all ad-hoc requests for approval by the delegated authority e.g. procurement of services not within the High Commissioners' delegated authority, manage applications for travelling outside the borders of country of placement, manage the verification of claims received from DIRCO prior to submission to the DDG or relevant delegated authority, manage the logistics to country of placement and on return, manage the transfers out and in from the Department to Mission and vice versa [officials, spouses and dependents]. Ensure compliance to risk management requirements, request and draft input towards the updating of the Department's Risk Register, provide inputs towards the Departmental Risk Policy, attend the Departmental Risk and Security Champion Committee meetings, provide advice to the Departmental Risk Management Committee. Provide an office support service to the Branch personnel, tenders, acquisition, registration and photocopying, etc., Manage the Sub-directorate, provide assistance with the compilation of the budget, annual report and strategic documents, provide guidance and training of staff Manage the distribution of work and monitor progress, ensure training and development opportunities for the staff, manage the development of work plans and performance agreements, manage the assets of the Sub directorate.

**ENQUIRIES  
NOTE**

- : Mr N. Rapholo Tel No: (012) 309 3603
- : 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 23/132**

- : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOT/HRM/2023/42**  
Branch: Office of the Director-General  
Chief Directorate: Internal Audit and Forensic Investigations  
Directorate: Risk Management  
Sub Directorate: Risk Management

**SALARY  
CENTRE  
REQUIREMENTS**

- : R811 560 per annum (Level 11)
- : Pretoria
- : A recognised NQF Level 6 qualification in Risk Management/ Internal Audit with 3 years working experience at a junior or Assistant Director level in risk management. Knowledge And Skills: Knowledge and understanding of applicable legislative and regulatory framework. Knowledge of Public Finance and Management Act (PFMA). Knowledge and understanding of Treasury Regulations and guidelines, Public Service Anti-Corruption Strategy,

departmental anti-corruption measures and risk management framework. Knowledge and principles and practise of risk management. Preferential Procurement Policy Framework Act, 5 of 2000("PPPFA"). Knowledge and understanding of National Treasury Risk Management Framework. ERM concepts, frameworks and methodologies. Knowledge of Risk Maturity Model (IRMSA). Knowledge of risk management policies and procedures. Knowledge of risk management principles and practise. Membership of the Institute of Risk Management South Africa (IRMSA)/Institute of Internal Auditors South Africa (IIASA)/ Business Continuity Institute/ Compliance Institute. Communication (Verbal and Written), Financial management, Strategic capability and leadership.

**DUTIES** : Manage the development, implementation and maintenance of the Risk Management Strategy and the ERM policies and procedures. Facilitate a process for identifying, analysing, mitigating, monitoring and reporting on risks that impact on the department. Facilitate both strategic and operational risk assessment processes. Coordinate training, education and awareness on Risk Management for all key stakeholders. Provide support and guidance to the functional units on identifying risk and development of risk mitigation strategies. Manage the integration of risk management into planning processes for the department. Provide support to the Risk Management Committee and develop risk management reports to all stakeholders. Coordinate the Risk Champions and Risk Management Committee meetings on a quarterly basis. Coordinate with other assurance providers the development of the combined assurance plan focusing on critical risks within the department. Develop monitoring systems to monitor the combined assurance plan on a quarterly basis. Facilitate the development and review of the Business Continuity Management Strategy, Policy and Plan. Coordinate with other role players for the implementation of the Business Continuity Management frameworks, strategies, policies and plans for the department. Compile Management: Draft detailed frameworks, policies and procedures for the compliance management. Facilitate a process for decentralisation of monitoring of compliance with applicable legislations by individual business units and reporting thereof.

**ENQUIRIES** : Mr S. Thutshini Tel No: (012) 309 3150  
**NOTE** : 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 23/133** : **ASSISTANT DIRECTOR: BLACK ECONOMIC EMPOWERMENT REF NO: DOT/HRM/2023/43**  
 Branch: Integrated Transport Planning  
 Chief Directorate: Modelling and Economic Analysis  
 Directorate: Black Economic Empowerment

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENT** : An Appropriate NQF Level 6 qualification in BCom Economics/Business Administration/ Law Degree with 3 years' experience on supervisory or practitioner level in the B-BBEE environment. Knowledge and Skills: Applicant must have knowledge of Broad-Based Black Economic Empowerment, be knowledgeable about institutional arrangements of DoT eight sub-sectors, have the ability to establish and maintain relationships and partnerships with a wide variety of stakeholders, have excellent stakeholder interaction and management skills, pay attention to detail and apply a systematic approach, good verbal and written communication skills, excellent computer skills, project management skills, above average analytical skills, have a thorough understanding of transformation and the Broad-Based Black Economic Empowerment principles, legislation and requirements as well as an understanding of corporate governance, PMFA, EEA, PPPFA, SDA, etc.

**DUTIES** : The successful candidate will be responsible for developing and amending the Integrated Transport Sector Code, assisting the directorate with the development of the Implementation, Monitoring and Evaluation Framework, database formulation of companies within the Transport sector that pursue B-BEE, database formulation for organs of the state procuring from B-BEE companies, Provide implementation support guide to the transport sector, provide support to the institution set-up to monitor BEE progress in the Transport sector. Facilitate the functioning of the Integrated Transport Sector Charter Council, take minutes for the ITS Charter council meeting, write reports

for the ITS Charter Council meetings, workshops, seminars, launches, and symposiums, liaise and link with all relevant stakeholders, e.g. the eight sub-sectors and Transport State owned Enterprises. Facilitate the B-BBEE audit for the Department annually, facilitate the appointment of the B-BBEE verification agency, facilitate the collection of the B-BBEE audit information from all relevant branches in the Department, capture B-BBEE audit information into the B-BBEE verification checklist and spreadsheet, submit the B-BBEE audit report and certificate to the Auditor-General South Africa and the B-BBEE Commission in the Department of Trade, Industry and Competition. Identify transformation opportunities within the DoT eight subsectors, entities, and other departments. Liaise with all relevant stakeholders to identify transformation opportunities, engage with all relevant stakeholders through emails and meetings, co-ordinate workshops and seminars on all transformation indicators. 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, work cross-functionally to solve problems and implement changes, manage project progress reporting. Manage Resources for the division, provide input in the compilation of the budget, annual report and strategic documents, provide guidance and training of staff, manage the distribution of work and monitor progress, manage the development of work plans and performance agreements, manage the assets of the division

**ENQUIRIES** : Mr M.P Nemabubuni Tel No: (012) 309 3306  
**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 23/134** : **ASSISTANT DIRECTOR: IT AUDIT REF NO: DOT/HRM/2023/44**  
 Branch: Office of the Director-General  
 Chief Directorate: Internal Audit and Fraud Investigations  
 Directorate: Internal Audit, Performance and IT Audit  
 Sub-Directorate: IT Audit

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate NQF level 6 qualification in information Systems/ Internal Auditing with 3 years' experience at a supervisory or practitioner level in an Information Technology (IT) Audit environment. Certified Information System Auditor (CISA) qualification and membership of Information Systems Audit and Control Association (ISACA). Knowledge And Skills: Analytical Skills, Interviewing and investigating skills, Technical knowledge (SPPIA, Auditing, Accounting and code of ethics), Relevant Acts, Legislations and Guidelines, Knowledge in auditing, ICT audit standards, Fraud awareness and professional ethical standards, risk management, king report of corporate governance, IT general, application and Cyber Security, Departmental Internal Audit Activity Charter and Audit Committee Charter. Communication (verbal and written), Financial management, Strategic capability and leadership (SCL). Project/ Programme management (PPM), People management and Empowerment (PME). Client Orientation and Customer focus and Change management.

**DUTIES** : Plan IT Audits, Participate in the development of the three-year strategic risk-based audit for Internal Audit, participate in development of an annual ICT audit operational plan, participate in defining the scope and objectives of the audit, assist in identifying and evaluating the Department's IT risk areas, prepare and compile audit planning documents and working papers for review by supervisor, assess the risks from source documentation and compile audit programme based on risks identified, conduct a walkthrough process with the relevant role players and conduct the field work in accordance with policies and procedures. Execute ICT Audits, execute tests to determine compliance to policies, procedures, standards and specifications, perform tests to determine adequacy on goals, reliability of information, efficiency and effectiveness of operations, conduct tests to determine compliance with regards to safeguarding of assets, provide engagement work programs/ that achieve the engagement's objectives based on an evaluation of the nature and complexity of each engagement , time constraints and available resources, identify, analyse, evaluate and document sufficient information to achieve the

engagement's objectives. Report on ICT Projects, generate audit findings, provide the findings for input and review and effect the necessary amendments as indicated, provide input on accepted recommendations to be implemented and timelines applicable, provide input on rejected and internal actions to be implemented, provide input on target dates for implementation and review, conduct the audit in accordance with the internal processes, policies and procedures, conduct the audit within the allocated time frames, promote and manage sound internal controls within the Internal Audit unit. Report and follow-up audits on all actions plans that are due during the financial period, ensure that follow-up work is adequately planned, prepare and review quality audit working papers supporting the internal audit work performed and conclusions on the implementation of the management action plans, assist with facilitating the compilation and review of the follow-up audit report ensuring that conclusions reached are adequately supported by reliable evidence and quality working papers, facilitate the gathering of management comments and actions plans on all findings raised in the Follow-up Audit report, discuss internal audit findings with Senior management. Perform Ad Hoc Audits, perform and/or manage other projects, tasks and assignments not stipulated on the Job description as and when required. 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, 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.

**ENQUIRIES  
NOTE**

: Ms D. Mbele Tel No: (012) 309 3658  
 : 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 23/135**

: **SENIOR ADMINISTRATIVE OFFICER: BLACK ECONOMIC  
EMPOWERMENT REF NO: DOT/HRM/2023/45**  
 Branch: Integrated Transport Planning  
 Chief Directorate: Modelling and Economic Analysis  
 Directorate: Black Economic Empowerment

**SALARY  
CENTRE  
REQUIREMENTS**

: R359 517 per annum (Level 08)  
 : Pretoria  
 : An NQF level 6 qualification in BCom Economics and Business Administration with 3 year's relevant experience in the Broad-Based Black Economic Empowerment Environment. Knowledge and Skills: Applicant must have knowledge of Broad-Based Black Economic Empowerment, be knowledgeable about institutional arrangements of DoT eight sub-sectors, ability to establish relationships and partnerships with a wide variety of stakeholders, excellent stakeholder interaction skills, interpersonal skills, pay attention to details, methodical, yet systematic approach, ability to work under pressure, very good verbal and written communication, good media liaison, good co-ordination skills, excellent computer skills, Project Management, above-average analytical skills.

**DUTIES**

: Implement the BEE legislation in the department, facilitate the development and amendment of the Integrated Transport Sector Code (ITS Sector Code), monitor the implementation of the ITS Sector Code elements: Ownership, Management Control, Skills Development, Enterprise and Supplier Development, and Socio-Economic Development, undertake review of South Africa regulatory transformation environment, undertake international benchmarking exercise on regulatory environment particularly for the rail sector, Facilitate the functioning of the Integrated Transport Sector Charter Council, take minutes for the ITS Charter Council meetings, write reports for the ITS Charter Council workshops, seminars, launches, and symposiums, liaise and link with all relevant stakeholders, e.g. the eight sub-sectors, and transport State-Owned-Enterprises, identify transformation opportunities within the DoT eight subsectors, entities, and other departments, liaise with all relevant stakeholders to identify transformation opportunities, engage with all relevant stakeholders through emails and meetings, co-ordinate workshops and seminars on all transformation indicators. Provide general administration, do filing and take minutes for directorate meetings, assist to coordinate

projects and logistical arrangements within the division Communicate with stakeholders timeously and do invites for meetings, assist to compile reports, submissions and letters to senior management within the department and to external stakeholders, provide administration support to the project management team.

**ENQUIRIES**  
**NOTE**

- : Mr M.P Nemabubuni Tel No: (012) 309 3306
- : 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.