

## 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** : 25 August 2023
- NOTE** : Applications must be completed and signed 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. 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.
- ERRATUM:** Assistant Director: IT Audit with Ref No: DOT/HRM/2023/44. Please note that the above-mentioned post which was advertised on Public Service Vacancy Circular 23 dated 07 July 2023 with the closing date of 28 July 2023, please note that the Requirements for this post are revised as follows: 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) will be added as an advantage. The closing date for this post is extended to 25 August 2023. For enquiries contact Mr Diteboho Mbele Tel No: (012) 309 3658.

## OTHER POSTS

- POST 27/73** : **DEPUTY DIRECTOR: REGIONAL CORRIDORS REF NO: DOT/HRM/2023/46**  
Branch: Integrated Transport Planning  
Chief Directorate: Regional Integration  
Directorate: Regional Corridors
- SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)  
An undergraduate NQF level 6 qualification in Transport Economics / Economics / Transport Planning / Political Science with 3 years relevant experience at a Junior Management or Assistant Director level in regional integration and trade field. Knowledge and Skills: Knowledge of Corridor Management Institutions (CMI's), Economics / trade relations skills. Foreign policy / political analysis skills. Negotiating / Stakeholder relations / management skills. Knowledge and understanding of AU/SADC including institutions. Knowledge and understanding of Regional Economic Communities (RECs) Knowledge and understanding of SADC Protocols. PFMA / Public Service prescripts Compilation of management reports.

**DUTIES**

Computer Skills. Communication - Verbal & Written communication - English - above average - Stakeholder Management / relations.

: Ensure and Coordinate Regional Corridors programmes and interventions development through infrastructure development. Identify and coordinate internal stakeholders (relevant government departments, agencies, provinces and private sector) for participation In Regional Corridors activities. Coordinate regional corridors programmes with identified Member States e.g. development and implementation of MoU's, SADC Protocol and other relevant mandates. Identify Infrastructure bottlenecks along the corridors and recommend interventions to address them. Develop database of corridor users per corridor and commodities on the corridors. Establish and maintain the functioning of Regional Corridor management instruments. Coordinate and monitor efficient functioning of Regional Corridors management institutions (e.g. Secretariat). Collaborate with Corridors Management Institutions and other stakeholders to ensure regular corridor assessment programs (physical road assessments, infrastructure assessment). Participate in other forums in pursuit of regional corridors objectives (multilateral, bilateral forums e.g. African Union, Nepad and Africa Continental Free Trade Area (AFCFTA). Ensure harmonization of standards along corridors. Ensure and identify harmonization of standards and instruments impacting on corridor efficiencies. Collaborate with other stakeholders like SADC and other Regional Economic Communities to ensure proper alignment and harmonisation of laws and regulations impacting on functioning of the corridor. Coordinate and identify suitable locations with Corridor Management Institutions for the development of Resting Service Stations along key and strategic Corridor as per the SADC Guidelines on Resting Service Stations (RSS). Manage regional corridor projects. Identify Regional Corridors Projects and determine frequency — e.g. Joint Law Enforcement Operations. Work with Corridor Management Institutions (CMIs) to develop joint programmes with relevant Member States (Countries). Ensure proper funding of projects, implementation and monitoring by South Africa as they impact on regional corridors. Liaise and align with the work done on national corridors. 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. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the sub-directorate.

**ENQUIRIES**

: Mr Segodi Mogotsi Tel No: (012) 309 3534

**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 27/74**

: **DEPUTY DIRECTOR: PUBLIC ENTITY FINANCE REF NO: DOT/HRM/2023/47**

Branch: Administration (Office of the Director-General)  
Chief Directorate: Public Entity Oversight  
Directorate: Public Entity Finance

**SALARY**

: R811 560 per annum (Level 11), (all-inclusive salary package) of which 30% can be structured according to individual needs

**CENTRE**

: Pretoria (Head Office)

**REQUIREMENTS**

: An undergraduate NQF Level 6 qualification as recognized by SAQA in Financial Management / Accounting with a minimum of 3 years relevant Junior Managerial or Assistant Director experience in public entity oversight environment. Knowledge And Skill: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge and understanding of the King III report. Generally Accepted Accounting Practice (GAAP), Generally Recognised. Accounting Practice (GRAP), and International Financial Reporting. Standards (IFRS). Report writing. Comprehensive financial technical knowledge; Being able to interpret financial data; Knowledge of Public Service Regulations/ Acts; An understanding of Intergovernmental relations; Knowledge of Budget Procedures and Processes; Knowledge of government accounting systems; Project Management, Planning and organisational skills; Analytical & Risk Management Skills. Computer literacy e.g. Excel, Word and Power point, etc. Interpret, advice and workshop public entities on National Treasury practice notes and directives.

**DUTIES**

Communication- Verbal & Written communication - English - above average - Governance related information.

: Monitor and evaluate financial and budgetary information quarterly and annually. Facilitate the submission of MTEF, Adjusted Estimates, Revised Drawings and ENE by the entities and provide inputs thereon. Monitor financial performance and provide input on the appropriateness of public entities targets and budget. Review financial analysis reports for public entities. Analyse and compile financial commentary on the financial performance and operations for the AGM's of public entities. Evaluate budget submissions and applications for tariff increase by public entities. Monitor and evaluate public entities financial performance. Evaluate budget inputs on corporate, strategic and annual performance plans submitted by entities. Perform industry specific performance drivers and undertake financial benchmarking. Check and monitor borrowings and loans by public entities. Analyse financial Information and reporting to ensure compliance. Monitor an electronic financial statement filing system by public entities. Liaise with other units in the Department with regard to financial matters of public entities. Ensure the monitoring of capital expenditure in line with corporate plans and strategic plans. Monitor transfer of payments against allocated budget. Ensure compliance with PFMA and Treasury Regulations. Monitor financial, performance and compliance in line with the Public Finance Management Act (PFMA) and Treasury Regulations. Coordinate and monitor National Treasury directives to public entities regarding all financial implications. Provide inputs for Parliament on matters that affect public entities. Review public entities financial statements, PFMA compliance checklists, audit committee reports that are submitted and finalise on quarterly financial reporting. Provide assistance and liaise with units in the department with regards to financial matters of public entities. 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. Manage the resources of the Sub-directorate.

**ENQUIRIES**

: Mr Deena Pillay Tel No: (012) 309 3626

**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 27/75**

: **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/2023/48**

Branch: Administration (Office of Director-General)  
Chief Directorate: Internal Audit and Forensic Investigations  
Directorate: Forensic Investigations

**SALARY**

: R424 104 per annum (Level 09)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An appropriate NQF level 6 in Forensic Investigations /Law / Auditing / Accounting with 3 years' experience at supervisory or practitioner level in the field of forensic investigations. Knowledge And Skills: An extensive must have knowledge of PFMA and Treasury Regulations. National Anti-Corruption Strategy and Public Code of Conduct. Report writing and presentation skills. Analytical and Investigation skills. Certified Fraud Examiner (CFE) or ICFP is recommended and drivers licence.

**DUTIES**

: Investigate fraud detections and promote an anti-fraud culture. Facilitate advocacy through awareness / education programmes on Anti-Corruption. Manage National Anti-Corruption hotline cases. Facilitate the identification and assessment of fraud risk assessment within the Department. Provide input in drafting and managing annual fraud prevention plan. Review the Anti -Fraud and Anti-Corruption policies. Promote whistle blow in the Department. Review financial statements for the purposes of identify fraud and irregular transactions. Conduct reactive investigations on cases reported to the Directorate. Receive and maintain the reported allegations of fraud and corruption. Update the fraud allegation register. Investigate pre-examining allegations and plan, execute forensic investigations, and report on assigned forensic investigations on behalf of the Department. Develop investigation plans for approval. Implement forensic investigation operations /projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft report

on forensic investigations completed with clear findings, conclusions and recommendations. Prepare information for use in criminal or civil court cases. Refer or report cases to the law enforcement agencies. Testify in the Departmental disciplinary hearing. Give evidence in the criminal and civil proceedings. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Manage project resources, project budget and resource allocation. Manage project progress reporting. Manage the resource of the Unit. Provide support with the compilation of the budget. Provide input into the APP quarterly reports. Develop portfolio of evidence for records. Provide input into the strategic plan and other policy proposals. Develop performance plan and provide quarterly feedback.

**ENQUIRIES  
NOTE**

: Mr Jacky Mokgotho Tel No: (012) 309 3713  
 : 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 27/76**

: **ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/49**  
 Branch: Road Transport  
 Chief Directorate: Road Transport

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 07)  
 : Pretoria  
 : A recognised NQF level 6 qualification in Public Administration/ Management / Business Management/ Administration with 2 years' relevant experience in Administration. Knowledge And Skills: Filing systems / Archive Regulations Procurement administration. Have the experience and ability to work with people Communication. Good written and verbal abilities. Ability to communicate with all officials at all levels. Have a positive, open, friendly disposition in all communications. Confident. Computer literacy. Experience of Microsoft Office, Group Wise.

**DUTIES**

: Render financial management services. Facilitate the compilation of the 12-months cash flow projections in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly/ monthly/quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Provide aid in ensuring effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Assist in co-ordination of budgeting, audit and financial functions. Administer S&T claims and other related expenditure. Provide Administrative support within the Sub-directorate as directed. Document Management: Develop and maintain a tracking system for the documents. Follow up on documents. Quality check of documents. Managing and updating an electronic register. Maintain an efficient filing system for the office. Attend to general correspondence of the Branch including enquiries from the public and responding within the set timeframe. Maintain the leave register for staff in the branch and SMS members within the unit and co-ordinate the leave schedule for the festive season. Effective administration of resources and documents in the unit. Assist to draft submissions, general letters and reports. Perform the asset co-ordinator function for the office. Provide Administrative Support for meetings. Provide logistical support for all virtual/physical strategic, operational planning and monthly management meetings for the unit. Render secretariat services and administrative support for meetings in the unit. Distribute minutes and action lists of meetings within the set timeframe. Follow up on and update action lists for internal and external meetings. Assist with compiling presentations for meetings and maintain a database of presentations. Compile document packs for meetings e.g Branch Strategic planning, Road Regulation documents. Render any other practical assistance required at meetings. Arrange and coordinate meetings for the unit. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Coordinate asset movement in the branch. Allocate equipment to officials.

**ENQUIRIES  
NOTE**

: Ms Makoma Letsoalo Tel No: (012) 309 3720  
 : 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.