

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** : 13 October 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form parts A, B, C, and D. 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 note that the National School of Governance (NSG) has introduced a compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) 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, and 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:** Director: Road Research, Policy, Standards and Guidelines with Ref No: DOT/HRM/2023/61, The following note applies to the above-mentioned post advertised in the Public Service Vacancy Circular 32 dated 08 September 2023 with the Registered with ECSA as a Professional Engineer or Engineering Technologist as requirements. Please note that Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage; Directorate: Road Research, Policy, Standards and Guidelines. Enquiries: Mr Chris Hlabisa Tel No: (012) 309 3170. The closing date of the post is extended to 13 October 2023. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 35/38** : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT**
REF NO: DOT/HRM/2023/69
Branch: Administration (Office of the Director-General)
Chief Directorate: Office of the Director-General
Directorate: Parliamentary Service and Strategic Support
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs
- CENTRE** : Pretoria / Cape Town
- REQUIREMENTS** : An undergraduate NQF Level 7 qualification as recognised by SAQA in Political Science Law / Public Management / Business Administration / Communication

/ Strategic Management with 6 -10 years' experience in government's integrated governance system of which a minimum of 5 years' experience must be at a middle management level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills: Knowledge and experience of Parliamentary & legislative processes. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Knowledge and experience of the Government Cluster System. Knowledge and experience of strategic management processes in government. Political awareness and familiarity with broad lines of government policy. Ability to liaise effectively with senior government officials and politicians. Excellent writing and editing skills. Compilation of management reports. Communication- Verbal & Written communication - English - above average. Governance related to information.

DUTIES

: Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General. Receive and refer documentation to relevant managers in the Department. Keep track of documents/ referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the Director-General. Provide support with the tabling of the annual report and the strategic plan to parliament. Apply quality control on all documents before presenting them to the Director-General. Manage Parliamentary processes. Manage parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the Director-General, take note of resolutions and compile reports. Attend all parliamentary meetings attended by officials from DOT/ public entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Provide liaison support with Ministry and the Department Provide an efficient and effective support system in the Office of the Director-General. Compile- submissions, letters and routine communication. Develop and drafts briefing notes presentations. Coordinate inputs and drafts speaking notes. Provide content support to Office of the Director-General. Refer correspondence and enquiries to the relevant persons in and outside of DoT. Act as information officer and respond to enquiries from the public. Provide logistical support at all Director-General's meetings. Manage the Director-General's diary and projects instructed by the DG. Manage the resources of the Directorate. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Office of the Director-General. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Authorise expenditure. Monitor quality control of work. Manage the compilation of the annual report and strategic plan of the directorate. Manage the budget and assets. Manage the planning, organising and delegation of work. Provide support during October Transport Month, budget vote and other events etc. manage stakeholder liaisons and relations within Transport sector, agencies and other departments.

ENQUIRIES

NOTE

: Ms Fikile Nhangombe Tel No: (012) 309 3514
 : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position. This post was previously advertised on Public Service Vacancy Circular 33 of 2023 without detailed key performance areas, therefore the closing date still stands (Closing date: 20 October 2023)

POST 35/39

: **DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/2023/82**
 Branch: Road Transport
 Chief Directorate: Road Regulations
 Directorate: Road Safety Programmes

SALARY

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

CENTRE

REQUIREMENTS

: Pretoria
 : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Engineering, Transport Planning, and Transport Economics with a minimum working experience of 5 years at a middle management level within the road safety/road environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skill: Knowledge and understanding of policies

and strategies pertaining to road safety. An understanding of intergovernmental relations and good interpersonal skills. Analytical and problem-solving skills, Excellent presentation skills. Compilation of management reports. Public Finance Management Act. Communication: Verbal & Written communication - English - above average - Computer literacy. Governance related to information.

DUTIES : Manage the research and development of Road Safety Policies and Strategies. Manage the establishment, coordination and management of road safety consultative structures. Ensure the development and dissemination of road safety information. Coordinate the establishment of Road Safety Committees, National Road Safety Councils and Provincial and Local Authority Road Safety Councils. Participate in project teams to achieve a multi-disciplinary approach to meet the set objectives of the Department. Manage and control the Directorate.

ENQUIRIES : Adv Johannes Makgatho Tel No: (012) 309 3280
NOTE : Preference will be given to African Males/Females, Coloured Males/Females, White Males, Indian Females and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 35/40 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DOT/HRM/2023/87**
 Branch: Corporate Services
 Chief Directorate: Corporate Management
 Directorate: Travel and Facilities Management
 Sub-directorate: Facilities Management

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

CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF Level 6 qualification in Facilities Management / Public Management / Financial Management / Project Management with 5 years' experience in facilities management of which 3 years must be at a junior management or Assistant Director level. Knowledge and Skills: (Competencies): Knowledge of all government policies and procedures applicable to office support services. Knowledge and understanding of the management of contracts on office support services/facilities. Knowledge and understanding of Public Finance Management Act (PFMA) Computer literacy. Thorough understanding of prescripts related to office support services/facilities. Project Management Financial Management, Archive Regulations. Communication- Verbal & Written communication - English - above average. - Governance related to information.

DUTIES : Manage office accommodation and parking. Manage telecommunication services. Manage office cleaning and food aid services. Manage the provision of a registry service. Manage contracts and financial management. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms Itumeleng Lehari Tel No: (012) 309 3832
NOTE : Preference will be given to African Male / Female, Colored Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.

POST 35/41 : **ASSISTANT DIRECTOR: ICT GOVERNANCE REF NO: DOT/HRM/2023/88**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: ICT Governance

SALARY : R424 104 per annum (Level 10)

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 6 qualification in Computer Science / Computer Systems / Information Technology with 3 years' experience at a supervisory or practitioner level in ICT Governance field. Knowledge and Skills: Knowledge of GWEA. Substantial experience in computing or relevant environment Detailed knowledge of the PFMA and other relevant legislation. ICT Security. Software Management. Understanding of performance management system. Knowledge of ITIL V3 foundation and related, COBIT 5 or 2019.

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

DUTIES : Manage IT Risk. Ensure IT Compliance. Manage IT change control and IT architecture. Manage the IT Governance Framework. Manage the resources of the Section.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : 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 35/42 : **PROJECT ADMINISTRATOR REF NO: DOT/HRM/2023/89**
 Branch: Corporate Services
 Chief Directorate: Chief Information Officer
 Directorate: ICT Governance and IT Security System
 Sub-directorate: IT Security System

SALARY CENTRE REQUIREMENTS : R294 321per annum (Level 07)
 : Pretoria
 : An appropriate NQF level 6 in Business Management / Project Management / Public Administration with at least 2 years relevant experience in a project administration environment. Knowledge and Skills: Report Writing. Financial Management. Knowledge of Project management. Communication Skills verbal and written. Organisational and administrative skills. Minute taking. Database Management. Research Skills. Meeting skills.

DUTIES : Liaise with all project stakeholders with regard to matters pertaining to projects. Coordinate ICT Project in the Chief Information Officer's Office. Render administrative support. Render secretariat functions at workshops and meetings.

ENQUIRIES NOTE : Mr Samuel Mantlaka Tel No: (012) 309 3674
 : 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.