

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF ROADS AND TRANSPORT**

- APPLICATOINS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on Tel No: (010) 345 1535.
- CLOSING DATE** : 24 January 2024
- NOTE** : It is our intention to promote representatively (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Please note that all applicants for Senior Management position are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed and late applications will be considered.

**OTHER POSTS**

- POST 01/117** : **DEPUTY DIRECTOR: FLEET LOGISTICS MANAGEMENT REF NO: REFS/022002**  
Branch: g-Fleet Management  
Directorate: Permanent Fleet
- SALARY** : R849 702 per annum (Level 11), plus benefits, (an all-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bedfordview
- REQUIREMENTS** : NQF level 6 /7) in Transportation/Logistics and administration. 3 to 5 years junior management experience in-motor vehicle transport operations management with at least two years in the public sector at management. Valid code 8 / EB Driver's License.
- DUTIES** : Oversee the allocation of vehicles according to client needs and requirements. Manage the licensing and registration process as well as specified fitments to new vehicles. Manage external service providers in accordance to contractual obligations. Monitor the utilisation of vehicles in line with terms and conditions set out in SLAs with client departments. Perform vehicle contract activation and monitoring: dispatch vehicles to clients. Activate vehicle contracts on Fleet Information System (FIS). Generate monthly utilization reports. Advice on

restructuring of contracts. Ensure that vehicle usage data is accurately recorded. Monitor the utilisation of vehicles in line with terms and conditions set out in SLAs with client departments. Perform vehicle contract activation and monitoring: dispatch vehicles to clients. Activate vehicle contracts on Fleet Information System (FIS). Generate monthly utilization reports. Advice on restructuring of contracts. Ensure that vehicle usage data is accurately recorded. Supervise and manage staff. Ensure financial resources are managed optimally. Plan, organize and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

- ENQUIRIES** : Ms. Ravanne Matthews Tel No: (011) 372 8660
- POST 01/118** : **DEPUTY DIRECTOR: INVENTORY AND WAREHOUSE MANAGEMENT**  
**REF NO: REFS/022000**  
 Branch: g-FleeT Management  
 Chief Directorate: Logistics Management  
 (12 Months Fixed Contract)
- SALARY** : R849 702 per annum (Level 11), plus benefits, (an all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview  
 : National Diploma/Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification. 3- 5 Years relevant experience at Assistant Director Level in Logistics management environment.
- DUTIES** : Conduct research on National/Provincial Frameworks, policies and guidelines. Develop inventory management Framework policies and methodologies for the Department. Analyse warehouse Operations and System functionality and recommend on areas of improvement to achieve efficiency and effectiveness. Monitor the implementation of policies and processes. Manage the development of Standard Operating Procedures. Manage and conduct workshops on the approved policies and procedures. Manage the receipt of the goods. Manage all aspects of inventory stock taking. Manage execution of asset inspections. Monitor the final packaging of goods. Monitor the handover of goods to Distribution and transportation unit. Develop the inventory register. Manage updating and maintenance of the inventory register. Manage and monitor verification of the information contained in the register against datasets. Monitor movement of goods and record accordingly. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
- ENQUIRIES** : Ms. Matildah Mogotsi Tel No: (011) 372 8660
- POST 01/119** : **ASSISTANT DIRECTOR: TRANSPORTATION AND DISTRIBUTIONS REF**  
**NO: REFS/021999**  
 Branch: g-FleeT Management  
 Chief Directorate: Logistics Management  
 (12 Months fixed Contract)
- SALARY** : R444 036 per annum (Level 09), plus benefits, (an all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Bedfordview  
 : National Diploma/ Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification, 3- 5 Years relevant experience as Senior/ SCM Officer in Logistics and transportation Management.
- DUTIES** : Provide support in conducting research on National/Provincial Frameworks, policies and guidelines. Gather data for development of distribution and transportation Framework policies and methodologies for the Department. Implement of policies and processes. Provide inputs on the development of

Standard Operating Procedures. Coordinate and conduct workshops on the approved policies and procedures. Provide support on the development of distribution system. Control movement of goods. Develop Distributions registers and ensure recording of the thereof. Ensure optimization of the distribution processes. Coordinate protection of the goods. Determine the transportations costs and advise accordingly. Determine best delivery routes. Determine the most appropriate fleet for delivery of goods. Ensure delivery of goods as per service level agreement. Monitor transportation of good to clients. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

**ENQUIRIES** : Ms. Matildah Mogotsi Tel No: (011) 372 8660

**POST 01/120** : **ASSISTANT DIRECTOR: INVENTORY AND WAREHOUSE MANAGEMENT**  
**REF NO: REFS/021998**  
 Branch: g-FleeT Management  
 Chief Directorate: Logistics Management  
 (12 Months fixed contract)

**SALARY** : R444 036 per annum (Level 09), plus benefits, (an all-inclusive remuneration package)

**CENTRE** : Bedfordview

**REQUIREMENTS** : National Diploma/Degree in Transport Management, Logistics Management, Supply Chain Management, Business Management and/or relevant qualification. 3- 5 Years relevant experience as Senior/SCM officer in Logistics management environment.

**DUTIES** : Provide support in conducting research on National/Provincial Frameworks, policies and guidelines. Gather data for development of inventory management Framework policies and methodologies for the Department. Implement of policies and processes and identify areas of improvements. Provide inputs into the development of Standard Operating Procedures. Coordinate and conduct workshops on the approved policies and procedures. Ensure recording of goods received. Facilitate and monitor inventory stock taking. Conduct asset inspections in the warehouse. Monitor the final packaging of goods. Handover goods to Distribution and transportation unit. Develop the inventory register. Monitor updating and maintenance of the inventory register. Conduct and monitor verification of the information contained in the register against datasets. Monitor movement of goods and record accordingly. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

**ENQUIRIES** : Ms. Matildah Mogotsi Tel No: (011) 372 8660