

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 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 14 February 2025
- 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 part 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 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 (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, 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 04/39** : **CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: DOT/ HRM/2025/01**
Branch: Road Transport
- SALARY** : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Accounting Finance / Risk Management / Auditing with 5 years working experience at a senior management level in a finance environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: Compilation of management reports, PFMA. Communication- Verbal & Written communication - English - above average - Computer literacy- Governance related to information. 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. People Management & Empowerment (PME) Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Change Management: Customer Focus, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.
- DUTIES** : Manage and provide effective operational services for the production of driving licences. Manage the development and maintenance of effective IT procedures and standards. Manage the production of driving licences. Formulate the management policies for registering authorities. Manage the Driving Licence Card Account Trading Entity funding and expenditure. Manage the

consolidation of accounts from registering authorities. Manage the reconciliation of bank statements between the bank and the entity. Establish control measures to manage the debtors of the trading entity. Manage the provision of risk management services and compliance to the Driving License Card Account (DLCA). Manage the development and implementation of the DLCA's risk management framework. Facilitate risk identification, assessment and development of risk mitigation strategies. Monitor and report on the implementation of risk mitigation strategies. Maintain, regular updating of risk profile for the department and reporting to the Accounting Officer, Management and Risk Management Committee. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and 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 resources of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES

: Mr Chris Hlabisa Tel No: (012) 309 3170

NOTE

: Candidates must quote the name of the post as follows; "Chief Director: DLCA" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 04/40

: **CHIEF DIRECTOR: ROAD ENGINEERING STANDARD REF NO: DOT/ HRM/2025/02**

Branch: Road Transport

SALARY

: R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate NQF level 7 qualification as recognised by SAQA in Civil Engineering with 6 years working experience in the Road Infrastructure Development and Management within the Built environment of which 5 years must be at a senior management level, Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Verbal & Written communication - English above average. Computer literacy: above average. Governance related to information Research and Policy experience. Procurement experience & Project Management: Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills. Communication- Verbal & Written communication - English - above average - Governance related to information. 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. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting)

DUTIES

: Undertake research, coordinate the development and updating of technical norms, standards & guidelines and the best practice. Coordinate and maintain the implementation of new and amended policy and strategy documents. Manage the development of road infrastructure standards and guidelines. Develop the use of technology in road construction and maintenance, including the use of appropriate non-standards materials. Manage and coordinate road transport related research within government, private sector research and tertiary institutions. Coordinate the development of an asset management systems for road infrastructure in compliance with GIAMA and related asset management requirements. Develop the Road Asset Management System (RAMS) Policy and Guidelines. Manage the development of RAMS and its Performance Indicators. Manage and co-ordinate the Road Infrastructure Safety Audits. Co-ordinate the Road Disaster Management and Environmental Programmes. 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 where 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 resources of the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate. Promote internal management directives and procedures for the chief directorate. Present and obtain approval for the strategic business plan of the chief directorate. Define goals and objectives for the chief directorate. Define performance targets for the chief directorate. Manage the performance of the chief directorate. Control the allocated budget of the chief directorate. Manage the allocated resources of the chief directorate according to departmental prescripts. Ensure the compilation performance agreements for the component. Ensure the development and mentoring of all staff members. Manage the budgetary programme. Ensure sound record management of the chief directorate.

**ENQUIRIES
NOTE**

: Mr Chris Hlabisa Tel No: (012) 309 3170
 : Candidates must quote the name of the post as follows; "Chief Director: Road Engineering Standard" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

OTHER POSTS

POST 04/41

: **DEPUTY DIRECTOR: SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DOT/HRM/2025/03**
 Branch: Administration (Corporate Services)
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resources Development and Performance Management
 Sub-directorate: Sector Human Resource Development

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11)
 : Pretoria
 : An undergraduate NQF Level 6 qualification in Human Resources Management / Human Resources Development / Public Management / Administration / Industrial Psychology with 3 years' experience at a Junior Management or Assistant Director level within the Human Resource Development environment. Knowledge And Skill: Knowledge of skills development and relevant key Human Resource legislations such as the. Basic Conditions Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), the Skills Development Act (SDA), Public Service Regulations, 2016, etc. Knowledge and application of the PFMA and the Treasury Regulations. Knowledge of human resource practices and procedures. Knowledge and skills of learner support. Qualification and Learning Material design will be an added advantage. Skills and knowledge of training coordination. Project management skills. Presentation skills. Decision-making and problem-solving skills. Co-ordination /organising skills. Planning and execution skills. Leadership, Assertiveness and Interpersonal skills. Communication- Verbal & Written communication - English - above average. Computer literacy. Governance related information. 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. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting): Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer. service (Batho Pele) into practice. Change Management: Customer Focus. Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.

DUTIES

: Facilitate and coordinate the implementation of all capacity development matters between the department and its stakeholders. Conduct continuous scooping of skills across various sub-sectors of transport. Conduct stakeholder workshops and facilitate the implementation of interventions to address the skills gaps within the sector. Identify, facilitate and monitor the implementation of cooperation and collaboration between Department of Transport (DOT) and its stakeholders. Identify capacity development areas and gaps that require introduction of the new curriculum' and facilitate partnership with the relevant stakeholders in the development of new transport related curriculum at both Basic Education Institutions and Institutions of Higher Learning. Represent the department in committees that would impact on the skills development priorities of the department. Periodically coordinate meetings with the Provincial and Entities' Skills Development. Facilitators (SDF) for alignment of the skills development plans to the key skills development priorities of the department and the sector as well as to consolidate the required skills development report. Facilitate and compile sector training/skills development

reports to relevant stakeholders as and when required. Monitor and update the department on the extent to which transport Agencies address skills in line with National and departmental skills priorities. Initiate plans and implement strategies to address skills in high demand within the transport sector. Coordinate the identification of skills in high demand within the transport sector in collaboration with the relevant stakeholders. Develop terms of reference (TOR), Plans, Frameworks and Memorandum of Agreement (MOA) to address the Skills in High Demand as prioritised by DOT. Manage the implementation of Memorandum of agreements with Institutions of Higher Learning and other institutions in which the department has partnered with. Collaborate with Academic Research Institutions and internal DOT Research unit on research capacity building matters. Collaborate with external service providers on the delivery of skills programmes. Identify funding mechanisms to supplement the allocated budget for skills development projects. Draft funding proposals to various funders/donors to address departmental strategic capacity related projects. Monitor the overall sub-directorate budget with regard to specific projects and programmes, erg, Scholarships, external Learnership Programmes and any other related initiatives as per the directive. Coordinate the relationship between the Department of Transport, the Transport Education Training Authority (TETA) and other relevant structures that have impact on sector skills development. Coordinate and manage the representativity of the department in TETA Board and all TETA Chambers. Coordinate meetings with departmental representatives serving at TETA and other skills development structures for feedback and alignment of priorities. Facilitate and compile sector skills development reports, pertaining to TETA and other key Sector Education and Training Authorities (SETAs), provinces, agencies and Centres of Development (COD's). Interact with TETA, Council of Higher Education and SAQA on all matters relating to the development of transport related qualifications to meet both the Transport sector and departmental priorities. Facilitate the implementation of technical corporations as they relate to capacity development between DOT and other countries. Collaborate with DOT Branches to identify skills that need to be developed through international training programmes, exchange programmes, secondment and other related interventions. Negotiate with the relevant stakeholders in the transport industry to identify areas for placement of historically disadvantaged beneficiaries for the development of skills in high demand for the sector. Facilitate negotiations with regional and international training providers to build capacity for skills in high demand. Coordinate regional and international scholarships and other programmes for both the serving employees and unemployed beneficiaries. Manage the resources of the Sub-Directorate: Sector HRD. Develop, implement, monitor and evaluate various sector policies, guidelines/ Standard Operating Procedures; skills development plans, strategies, frameworks, Terms of References, etc for the sector human resource development function. Provide skills development inputs to various strategic documents of the department as and when required. Develop, implement, monitor and evaluate the departmental Operational Plan in line with the Annual Performance Plan and other related strategic documents. Develop, implement and monitor the internal controls and systems for the Sub-Directorate and the projects delivered in collaboration with external stakeholders. Monitor and ensure effective and efficient co-ordination of activities. Consolidate various skills development reports and for submission to relevant stakeholders. Coordinate the budgeting process for the Sub-Directorate's budget. Manage performance of employees in the Sub-Directorate: Sector HRD.

ENQUIRIES
NOTE

- : Ms Dinah Maleka Tel No: (012) 309 3811
- : Candidates must quote the name of the post as follows; "Deputy Director: Sector HRD" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.