

## 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](mailto: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** : 24 March 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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.

## OTHER POST

- POST 09/38** : **ASSISTANT DIRECTOR: AVIATION SAFETY REF NO: DOT/HRM/2025/06**  
 Branch: Civil Aviation  
 Chief Directorate: Aviation Safety, Security, Environment, Search and Rescue  
 Directorate: Aviation Safety and Security  
 Sub-directorate: Aviation Safety  
 Re-Advert
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 6 qualification as recognised by SAQA in Transport Management / Transport and Logistics Management / Law / International Relations with 3 years' experience at a supervisory or practitioner level in the aviation field. Knowledge And Skill: Good knowledge of international aviation regulatory and institutional frameworks. Knowledge of aviation transport system in South Africa. Experience of participation in international multilateral forums. Understanding of

South Africa's role in the international aviation arena and sound knowledge of ICAO processes. Experience in managing statutory bodies and Committees. Organisational skills. Computer literacy. Communication: Verbal & Written communication - English - above average. Interpersonal skills. Governance related to information. Financial Management: Processing of claims in accordance with PFMA prescripts and Department's Circulars. 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. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.

## **DUTIES**

: Provide Technical Support to Aviation Appeal Committee. Provide Secretariat services to the Aviation Appeal Committee which include, organising venue, refreshments and parking, attendance of meetings to record proceedings and decisions, briefing the Committee on each issue, and notification of interested parties of decisions taken at meetings pertinent to them. Compile Appeal documents for the Aviation Appeal Committee. Processing of the Committee Members' remuneration and follow up on payment finalisation and arrange for claims of travel subsistence. Assist in managing the existence of the Aviation Appeal Committee and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the Aviation Appeal Committee, including completion of tender specifications and obtaining all approvals. Research on matters as requested by the Aviation Appeal Committee and provide input on matters relating to the Aviation Appeal Committee. Provide Technical Support to Safety Review Panel. Provide Secretariat services to the Safety Review Panel (SRP) which includes invitation to Panel Members, arrangement of venue, refreshments and parking. Distribution of agenda, accident and incident investigation reports and relevant documentation to the SRP. Attendance of SRP meetings to record proceedings and decisions, make briefing to the Panel and drafting of minutes after meetings. Maintain records of Declaration of Interest forms by the Panel Members. Assist in managing the existence of the SRP and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the SRP, including completion of tender specifications and obtaining approvals. Research on matters as requested by the SRP. Participate in Forums dealing with Aviation Safety. Participate in national, regional and international forums dealing with aviation safety. Participate in the development, amendment and review of Civil Aviation Regulations. Participate in Civil Aviation Regulations Committee, Sub-committees and Workgroups meetings relating to aviation safety. Liaise with International Civil Aviation Organization (ICAO) and the South African Civil Aviation Authority on matters related to aviation safety. Provide input and feedback to ICAO on matters dealing with aviation safety. Attend inter-departmental working groups on matters dealing with aviation safety. Monitor South Africa's compliance with its international obligations relating to civil aviation safety. Draft memoranda, submissions, reports and Cabinet Memo regarding aviation safety issues. Draft memo for the submission of aircraft accident and incidents investigations reports. Assist in monitoring the implementation of Safety Recommendations emanating from aircraft accident and incidents investigations reports. Participate in State Safety Programme meetings and liaise with aviation stakeholders. Participate in regional and national industry workshops on safety management system as well other safety related forums and provide feedback on the outcome of meetings attended. Handle enquiries relating to aviation safety matters and liaise with legal services and national treasury for approval of amendments to regulations. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Render support for the management of projects including planning and or implementation of projects. Assist in effective management of resources, budget and tasks allocation. Liaise and coordinate with other Directorates, aviation stakeholders and other Departments with regards to aviation safety projects. Coordinate travel documents

**ENQUIRIES**  
**NOTE**

and claims for approval. Provide input for the development of strategic and annual reports of the Directorate.

- : Ms Patience Mabasa Tel No: (012) 309 3278
- : candidates who previously applied are encouraged to re-apply, candidates must also quote the name of the post as follows; "Assistant Director: Aviation Safety" 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.