

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. 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.
- FOR ATTENTION** : Recruitment Unit
- CLOSING DATE** : 11 April 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 (NGS) has introduce 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 11/42** : **DIRECTOR-GENERAL REF NO: DOT/ HRM/2025/07**
Branch: Administration (Office of the Director-General)
(5 Years Fixed Term Contract)
- SALARY** : R2 259 984 per annum (Level 16), all-inclusive package of which 30% may be structured according to the individual needs plus 10% non-pensionable HoD Allowance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 8 qualification as recognized by SAQA in Civil Engineering / Transport Economics / Transport and Logistics Management / Transport Management / Maritime Studies / Mechanical Engineering with at least 10 years' relevant experience at a Senior Management level in the transport sector. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. A Master's Degree (NQF level 9) qualification as recognised by SAQA in one of the above-mentioned disciplines or Management or Finance will serve as an added advantage. Extensive knowledge in transport management including policy, legislation, systems and operations and White paper on National Transport Policy. Knowledge of the current global trends and research matters in the transport and logistics environment and ability to convert policy into action. The ability to build and lead high performance teams and drive the national transport policy, strategy and implementation plans for overall developmental objectives of the country. The ability to promote good relations with transport stakeholders, social partners and civil society. Awareness of the challenges facing the transport sector due to global warming and the

options that South Africa has to address these challenges. Strong governance and administration skills to ensure effective performance and service delivery with regards to the Departmental obligations in Cabinet Clusters, parliament, State Owned Entities and the sector. Extensive knowledge of Public Finance Management Act. Good communication skills (Verbal and non-verbal). Computer literacy and Governance related to information. Good Financial Management an ability to compile and manage budgets, control cash flow, risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES

: Coordinate and render effective, efficient strategic support and administrative services to the Minister, Deputy Minister and Department. Coordinate delivery of the Department's strategic goals through an integrated programme management approach. Oversee the provision of effective ender human resource management and development services to the DOT. Oversee the provision of effective corporate management service to the DOT. Oversee the provision of international relations support to the DOT and agencies. Oversee the provision of effective professional legal service to the Minister, Deputy Minister and Department and its agencies including corporate governance support and monitoring mechanisms for public entities. Oversee the provision of internal and external communication services. Oversee the effective management of the DOT budget. Oversee the provision of effective ICT services. Oversee the provision of effective financial management services which are in line with treasury prescripts and prescribed accounting principles. Oversee the provision of sound internal audit, risk and fraud investigation services as well as strategic planning and cluster coordination for the Department. Oversee the integration of cross modal transport planning and facilitate the development and transformation of the transport industry. Ensure provision of effective research, monitoring and evaluation of modal transport policies and strategies. Ensure effective macro-sector planning within national and provincial governments. Ensure the provision of national innovative research and development programme, monitor and evaluate the performance of the transport sector and coordinate the formulation of environmental policies and strategies. Oversee the development of transport funding mechanisms and provision of relevant economical advice. Oversee the implementation of an integrated global logistics strategy and facilitate the coordination between all the modes of transport. Oversee the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network and Ports. Oversee the development and alignment of rail legislation, policies and strategies with DOT strategic objectives and international norms and standards. Provide guidance on the development of an integrated transportation network with sectors in the built environment and economic development. Oversee the development, maintenance and updating of infrastructure funding and coordinate funding needs. Oversee the alignment of rail public entities with DOT performance management system. Oversee the development and alignment of Port legislation, policies and strategies with DOT strategic objectives and international norms and standards. Provide guidance on the development of an integrated Port strategy with sectors in the built environment and economic development. Oversee the development, maintenance and updating of infrastructure funding and coordinate funding needs. Provide leadership in the development and implementation of safe, reliable integrated road infrastructure and passenger transport systems. Oversee the alignment of roads public entities with DOT performance management system. Oversee the regulation of road safety and traffic management. Provide leadership for the coordination of planning, development implementation and operation of a sustainable reliable integrated road infrastructure network. Oversee the development and implementation of road engineering standards. Oversee the management of driving license card entity fund. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Oversee the development of internationally competitive regulatory framework for civil aviation. Oversee the planning and development of an integrated aviation infrastructure and industry with an effective international and regional regulatory framework. Oversee the monitoring and evaluation of the impact of aviation safety, security and environmental regulatory frameworks. Oversee the alignment of aviation public entities with DOT performance management system. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable maritime transport and infrastructure. Oversee the development and alignment of legislation, policies and strategies with DOT strategic objectives and international norms. Oversee the development and promotion of an integration of maritime infrastructure and industry. Oversee the implementation of policy and legislation for safety, security and maritime environmental protection and participate in the bilateral process as defined. Oversee the alignment of maritime public entities with

DOT performance management system. Oversee the monitoring of Air Traffic Navigation services and flight procedures. Oversee the effective monitoring of Air Services Licensing Councils. Provide leadership in coordinating safe, reliable, effective, efficient, integrated and environmentally friendly public transports systems. Oversee the management and monitoring of the DORA grants. Oversee the development and maintenance of policy, legislation, regulation, and coordinate and facilitate the implementation thereof. Oversee and facilitate the implementation of public transport strategy and action plan in urban areas. Oversee the implementation and maintenance of the rural, scholar and non-motorised transport strategies. Oversee the development of norms and standards and ensure the provision of support for integrated public networks. Oversee the development and implementation of a Green Transport system. Oversee the development and implementation of a digital modernization of the transport system.

**ENQUIRIES
NOTE**

: Ms Carmen Coetzee Tel No: (012) 309 3493
 : Candidates must quote the name of the post as follows; "Director-General: Transport" 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 11/43

: **DEPUTY DIRECTOR-GENERAL: ROAD TRANSPORT REF NO: DOT/HRM/2025/08**
 Branch: Road Transport

SALARY

: R1 741 770 per annum (Level 15) of which 30% may be structured according to the individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate (NQF 8) qualification in Civil Engineering / Transport Economics and postgraduate qualification as recognised by SAQA with at least 8 years' relevant experience at a senior management level in the transport sector. Registration 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 Skills: 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 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, 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. Career Pathing: Promotion to next level. Progression to next level is possible through competition for a vacant position. Compliance with the requirements of the higher post.

DUTIES

: Manage the regulation of road safety and traffic management. Manage the development of all road traffic acts and regulations (National Road Traffic Act, Administration Adjudication of Road Traffic Offences Act & Road Traffic Management Act). Ensure the application of enforcement regulations. Ensure the coordination of road safety projects and related activities. Manage the development of effective road transport policies and strategies. Manage the coordination of the planning, development and implementation of a sustainable reliable integrated road Infrastructure network. Manage the coordination of road infrastructure planning. Manage the development and implementation of rural roads development strategy and programme. Manage the development, implementation and promotion of the use of low-cost Non-Motorised Transport. Manage the road grants funding. Manage the development and implementation of road engineering standards. Manage the research, coordination of the development and updating of technical norms, standards & guidelines and the best practice. Manage and ensure survey quality control on road works. Manage the coordination of the development of an asset management system for road infrastructure in compliance with the GIAMA and related asset management

requirements. Oversee the driving license card fund. Ensure the development and implementation of effective policy on the management of funds. Manage the Driving License Card Trading Entity income and expenditure. Manage the resources of the Branch. Provide guidance and adequate support for and development of the staff. 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. Authorise expenditure. Manage audit queries. Recommend and / or monitor budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Set budget levels. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the branch.

**ENQUIRIES
NOTE**

: Mr Mathabatha Mokonyama Tel No: (012) 309 3347
 : Candidates must quote the name of the post as follows; "Deputy Director-General: Road Transport" 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 11/44

: **ASSISTANT DIRECTOR: INTERNAL HUMAN RESOURCES DEVELOPMENT REF NO: DOT/HRM/2025/09**
 Branch: Administration (Corporate Services)
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resources Development and PMDS
 Sub-directorate: Internal HRD

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09), all-inclusive package and 30% in lieu of benefits.
 : Pretoria
 : An undergraduate (NQF 6) qualification as recognised by SAQA in Human Resources Development / Human Resources Management / Industrial Psychology / Management in Training / Public Management / Administration with 3 years' experience at a supervisory or Practitioner level in Human Resources Development. Knowledge And Skill: Knowledge of Human Resources Development (HRD) related strategies and applicable act, Public Service Act and the regulatory framework, Public Finance Management Act (PFMA), Project management skills, Computer literacy, Good communication and writing skills; Good presentation and facilitation skills, problem-solving, time management, planning, coordination and organizational skills. Knowledge of Training in the train-the-trainer for various onboarding programmes in the public service such as Compulsory Induction, Breaking the Barriers to the public service will be an added advantage. Communication- Verbal & Written communication - English - above average - Computer literacy. 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 (SCL): 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). Change Management: 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 the next level. Progression to next level is possible through competition for a vacant position.

DUTIES

: Monitor the implementation of departmental HRD strategy. Conduct training needs analysis. Develop a Workplace Skills Plan (WSP) and Annual Training Report (ATR) on an annual basis. Participate in skills development planning for various training plans such as Annual Human Resource Development Plan. Provide inputs to Departmental Human Resource Plan and any other skills development plan as and when required. Facilitate the implementation of learning interventions as per the approved Workplace Skills Plan, Skills Audit and other sources such as National School of Government (NSG). Compile various skills development reports such as the Quarterly Monitoring Reports to SETAs, Expenditure Reports and the Annual Training Report, Annual Monitoring and Evaluation reports for submission to relevant stakeholders. Monitor the submission of Post Training Evaluation reports and conduct impact of the training (Return on Investment). Facilitate the submission of various HRD related reports to

stakeholders. Implement the Executive Development Programmes and Career Development framework. Facilitate On-boarding Programmes within DOT. Coordinate the departmental compliance with all mandatory onboarding programmes for employees and interns in the Public Service. Facilitate the general induction for newly appointed employees. Facilitate new entrants into Public Service on the Compulsory Induction Programme. Liaise with the National School of Government on the provision/delivery of various compulsory onboarding programmes. Maintain statistics for various induction programmes and provide the relevant reports to stakeholders when necessary. Administer Internship and Learnership Programmes. Conduct recruitment and selection of interns/learners. Manage the administration of interns such as internship/learnership files. Conduct Interns' quarterly meetings. Conduct Mentors' quarterly meetings. Facilitate Learners' placements and handle any other interns' queries. Monitor the implementation of internship programmes. Implement the Department's Bursary Scheme. Manage the recruitment and selection process. Manage the administration of bursaries. Facilitate adjudication of bursary applications. Manage the audit of bursary files. Manage bursary reports. Conduct impact analysis for bursaries. Manage the resources of the section. Provide the necessary guidance and supervision to subordinates. Ensure training and development of subordinates. Monitor asset and stationery management. Manage the administration of leaves in the section. Ensure submission of performance agreements, half-yearly reviews and annual assessments of subordinates. Ensure compliance to all relevant public service prescripts and policies.

**ENQUIRIES
NOTE**

: Mr Lucky Mpofu Tel No: (012) 309 3996
 : Candidates must quote the name of the post as follows; "Assistant Director: Internal 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.

POST 11/45

: **SENIOR ADMIN OFFICER: INTERNAL HUMAN RESOURCES DEVELOPMENT
REF NO: DOT/HRM/2025/10**
 Branch: Corporate Services
 Chief Directorate: Human Resource Management and Development
 Directorate: HRD and PMDS
 Sub-directorate: Internal Human Resource Development

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
 : Pretoria
 : An undergraduate NQF level 6 qualification as recognised by SAQA in Human Resources Development / Human Resources Management / Industrial Psychology / Management in Training / Public Management / Administration with 2 years' minimum working experience in a human resource development field. Knowledge And Skills: Knowledge of Human Resource Development (HRD) related strategies and applicable acts, Public Service Act and the regulatory framework, Public Finance Management Act (PFMA), Project management skills, Computer literacy, Good communication and writing skills; Good presentation and facilitation skills, problem-solving, time management, planning, coordination and organizational skills, Knowledge of Training in the train-the-trainer for various onboarding programmes in the public service such as Compulsory Induction, Breaking the Barriers to the public service will be an added advantage.

DUTIES

: Provide the implementation of Workplace Skills Plan (WSP), Conduct training needs analysis, collect and capture information for the development of the WSP and Annual Training Report (ATR), implement the training schedule, compile submissions for the delivery of in-house courses, participate in the implementation of on-boarding programme, coordinate the implementation of training interventions for officials, conduct post-training evaluation and Impact of Training (ROI), Provide for the implementation of development programmes, conduct a needs analysis for the internship and learnerships programmes, assisting in selection & recruitment of interns in the department, process the Internship administration, assist in allocation of interns per relevant directorate, monitoring progress of interns and leave days, mentoring of interns in my directorate, arrange and invite mentees and mentors for meetings, managing and updating interns' profile records, coordination of interns and mentors' meetings, monitor the submission of monthly attendance registers, coordinate the submission of testimonial letters, prepare completion certificates, organise the ceremony for certificate awards, participate in the recruitment and selection of interns in the department, participate in interviews and allocation of interns within the department, monitor the submission of interns' progress reports and attendance registers from interns, coordinate mentees and mentors' meetings, Monitor and update interns' profile records and reports, Administer interns' leave and all other relevant internship records, administer internship/ learnership data base, ensure overall

attendance & compliance with the signed contracts, Administer educational programmes, consolidate all training databases into relevant HRD Reports such as Quarterly Training reports, Annual Training reports as well as quarterly and annual expenditure reports, etc, ensure the submission of post-training evaluation reports, participate in the review of training related tools and systems, maintain accurate recording and safe- keeping of all HRD related information, conduct benchmarking of best practice HRD systems and practices, communicate HRD developments in the newsletter/ e mail/ social media through the relevant channels, render general administrative support services, Track all outstanding payments and monitor administrative records, source out accredited training service providers, capture and process training related application forms, conduct inventory inspection and record all HRD assets, maintain bursary and training related databases, supervise sub-ordinates in the section, provide support in the human resource development committee.

ENQUIRIES
NOTE

- : Mr Lucky Mpofu Tel No: (012) 309 3996
- : candidates must quote the name of the post as follows; “Senior Admin officer: Internal 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.