

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- 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 are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). 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 POSTS

- POST 30/54** : **PARLIAMENTARY AND CABINET SUPPORT OFFICER: OFFICE OF THE MINISTER REF NO: DOT/HRM/2025/16**
Branch: Office Of the Minister
- SALARY** : R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree or equivalent qualification at NQF level 6, 3 years' experience below middle management (Assistant Director)/ middle management level, knowledge of minister's operations, proven management competencies, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa, computer literacy, communication skills (verbal and written) Note: The following will serve as recommendations: Excellent communication skills, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

<u>DUTIES</u>	:	The successful candidate will: Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the minister, peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the minister, liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the minister and brief departments on decisions making, monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the minister, peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister, liaise with structures, by attending meetings, like cluster and cabinet committees, render an efficient and effective parliamentary service, facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/ the legislature and ensure departmental representation in parliamentary events, compile Cabinet memoranda, speeches, submissions, briefing notes and other documents as required, gazette and table draft bills emanating from the portfolio of the Minister, provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the Minister, co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable), manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town, manage the movement of households to and from Cape Town, study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly, remain up to date with regard to the applicable prescripts/ policies and procedures that apply to his/her work terrain, remain abreast with the procedures and processes applicable to the Minister.
<u>ENQUIRIES</u>	:	Mr F Shaik Tel No: 012 309 3033
<u>NOTE</u>	:	Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e. "Parliamentary and Cabinet Support officer: Office of the Minister"
<u>POST 30/55</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOT/HRM/2025/17</u> Branch: Office Of the Ministry
<u>SALARY</u>	:	R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification at NQF level 6, 3-year experience below middle management (Assistant Director)/ middle management level, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, proven management competencies, working knowledge of the political and parliamentary processes in South Africa, computer literacy. note: The following will serve as recommendations: Excellent communication skills, knowledge and understanding of internal Audit Management concepts, frameworks and methodologies, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework on Internal Auditing, knowledge of the Public Service Anti-Corruption Strategy and measures, knowledge of the National Treasury Risk Management Framework, knowledge and understanding of Risk Maturity Model, knowledge and understanding of Risk management policies, procedures, principles and practice, compilation of management reports
<u>DUTIES</u>	:	The successful candidate will: Manage the administrative and coordination activities within the office of the executive authority, Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority, manage logistical support in the office of the executive authority, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the executive authority, ensure that documents are

classified in accordance with the MIS prescripts and are handled in accordance with their classification, liaise with internal and external roleplayers with regard to matters relating to the portfolio of the executive authority, brief the chief of staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council, liaise with senior managers in the institutions within the executive authority's portfolio, co-ordinate the activities of the executive authority's office, render a Cabinet/ executive council support service to the executive authority, manage the distribution of memoranda to Cabinet/executive council members, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due date, supervise employees, general supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES
NOTE

- : MR F Shaik Tel No: 012 309 3033
- : Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Administrative support and coordination officer: Office of the Ministry"