

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 December 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 (NGS) has introduced 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 43/143** : **OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2025/23**
Branch: Rail Transport, Office of the Deputy Director General: Rail Transport
- SALARY** : R397 116 per annum, (all-inclusive salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized NQF level 6 qualification in Office Management and Technology / Secretariat / Management Assistant / Public Management / Administration / Business Management with 3 years' experience in rendering support service to senior management. Knowledge and Skills: (Competencies): Excellent written and verbal abilities. Ability to communicate with all cultures at all levels. Confidence, confidentiality and reliability is essential. Experience of Core and Microsoft, to communicate computer-wise in any given situation. Successful handling of documents and correspondents. Successful coordination of the office.
- DUTIES** : The successful candidate will: Provide a support service to the Deputy Director-General. Answer and record telephone / facsimile / e-mail activity on behalf of the Deputy Director-General as well as soon as screen calls. Make appointments and keep diary updated (inform Deputy Director-General of appointments, ensure no overlaps occur, reschedule appointments when necessary). Record and deal with queries from public and personnel in the department. Keep message system updated / forward information as required.

Ensure issues needing the chief director's attention are arranged in such a way that the Deputy Director-General needs only the minimum time to deal with them. Coordinate engagements across the branch to align to the Deputy Director-General's diary. Attend to documentation (Filing, update and disposal thereof). Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately. Perform document tracking for all documentation (correspondence and memoranda) Ensure safekeeping of all documentation in the office in line with relevant policies. Ensure copies are made of every document that leaves the office for signature by DDG/DG/Minister. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documentations (determine priority and follow up). Perform general office administration. Send and receive faxes, email receive and dispatch items and do photocopying. Obtain relevant quotes and order supplies. Administer travel arrangements (Accommodation, travel, venues arrangements etc.). Administer claims – all staff (S & T, cellular phone, monthly vehicle, petty cash, ad hoc). Provide secretariat support (take minutes and compile agendas) for the DDG meetings. Assist the manager to ensure deadlines for PMDS, Annual Reports Strategic Plans and Audit reports are compiled and handed in. Keep and maintain leave register of staff. Assist in organizing meetings / workshops / seminars and conferences. Prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature). Keep circulars, relevant policies update (HR Policies, Finance policies and supply chain policies etc). Buy refreshment supplies for the office. Assist with preparation of presentations for meetings / workshops / seminars / conferences. Assist with exhibitions / displays at meetings / workshops / seminars / conferences. Perform Chief User Clerk. Complete and sign VAS 2 forms. Order stationery, equipment and furniture for the office. Monitor office orders. Make follow ups on orders. Office Administrator Grade III

ENQUIRIES : Mr. Ngwako Makaepea Tel No: (012) 309 3366