

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT**

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS

: Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za> (Click: Jobs, to view vacancies without logging-in). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: www.ectransport.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-Delivered/ Emailed / Faxed / Posted applications will not be accepted.

CLOSING DATE
NOTE

: 27 February 2026. No Late applications will be accepted.

: Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unusable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for recommended candidates, to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Enquiries can be directed to Ms. H. Magengelele / Ms. N.

OTHER POSTS

<u>POST 05/344</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 – R686 091 per annum (Level 10) Sarah Baartman (Struandale) (Ref.DOT 01/02/2026) Sarah Baartman (Graaf-Reinet) (Ref.DOT 02/02/2026) Sarah Baartman (District Office) (Ref.DOT 03/02/2026)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 – 10 years' experience in Traffic Law Enforcement Field. 3 – 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, preference will be given coloured African Males/Females, Indian Males/ Females and People with disability.
<u>POST 05/345</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRAFFIC LAW ENFORCEMENT (REF.DOT 04/02/2026)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi (District Traffic Law Enforcement Services)
	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA)/B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/Road Traffic and Municipal Police Management/Traffic Management/LLB/Public Management/Traffic Safety Management/Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 - 5 years' supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, preference will be given coloured African Males, Coloured Females, Indian Males/ Females and White Females and People with disability.
<u>POST 05/346</u>	:	<u>SCM CLERK (SUPERVISOR): ACQUISITION MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R325 101 – R382 959 per annum (Level 7)
	:	Head Office KWT (Ref.DOT 05/02/2026) (1 Post)
	:	Joe Gqabi (Ref.DOT 06/02/2026)
<u>REQUIREMENTS</u>	:	ational Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Operations & Management / Logistics Management/ Financial Management/Purchasing/Public Management/Public Administration/ Public Management/Administration/ Commerce. 1 - 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework

		governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Advertising of bids Closing of bids Sourcing of quotations Publishing of all awarded bids on all relevant websites Compiling a database of approved suppliers Co-ordinate, review and compile the list of prospective bidders and sourcing Setting up committee evaluation for both Bids and quotations Evaluation of quotations Pré-evaluation of bids Secretarial duties for Bid Evaluation, Bid Adjudication Committee, and quotations. Preparing and compiling of Bid Reports Compiling of minutes, reports and memorandum for meetings Filling of documents Performing administration duties for SCM: Acquisition unit Compiling Reports Acquisition Project Plan and Consolidate awarded contracts from District and Head Office In terms of departmental.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, preference will be given African Males, Coloured Males/Females, Indian Males/Indian Females and White Males/Females.
<u>POST 05/347</u>	:	<u>HR CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 07/02/2026) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) Chris Hani National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference should be given Coloured Females, Indian Males Females and White Males/ Females and People with disability
<u>POST 05/348</u>	:	<u>FINANCE CLERK (SUPERVISOR): EXPENDITURE MANAGEMENT SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) In House Construction Unit Makhanda (Ref.DOT 08/02/2026) Head Office KWT (Ref.DOT 09/02/2026) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting/Cost and Management Accounting/Financial Management/Financial Planning/Accounting/Internal Auditing. BAS and LOGIS Certificate is compulsory. PERSAL Introduction Certificate will be an added advantage. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).
<u>DUTIES</u>	:	Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document

		compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za
	:	In terms of Departmental EE targets, preference will be given African females, Coloured Females, Indian Males and Females and White Males and People with Disability.
<u>POST 05/349</u>	:	<u>REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (REF.DOT 10/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7)
	:	Chris Hani
	:	National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Public Management/Public Administration/Registry/Records Management. 1-2 years' experience in the environment. A valid driver's license minimum code B. Knowledge: National Archives Act. Teamwork. Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money, and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of the number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za
	:	In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males Females and White Males/ Females and People with disability.
<u>POST 05/350</u>	:	<u>ADMIN CLERK (SUPERVISOR): TRANSPORT INFRASTRUCTURE (REF.DOT 11/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7)
	:	Amathole
	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Office administration/ Public Management. 1-2 years' relevant experience in the environment. A valid driver's licence minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	:	Render general administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register to the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component; maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Females, Indian Males/Females and White Males/Females and people with disability.
<u>POST 05/351</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 12/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 7) Sarah Baartman National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation, and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the

		province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given coloured African Males/Females, Indian Females, and people with disability.
<u>POST 05/352</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (06 POSTS)</u>
<u>SALARY</u>	:	R269 499 – R317 463 per annum (Level 6) Centre: Joe Gqabi (Stenysburg) (Ref.DOT 13/02/2026) (3 Posts) Sarah Baartman (Graaf-Reinet Traffic Station) (Ref.DOT 14/02/2026) Chris Hani (Queenstown Sub-District) (Ref.DOT 15/02/2026) (2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males Females, and White Males/ Females and People with disability.
<u>POST 05/353</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (REF.DOT 16/02/2026) (133 POSTS)</u> (12 Months contract)
<u>SALARY</u>	:	R269 499 – R317 463 per annum (Level 6)
<u>CENTRE</u>	:	Head Office KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives

and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort Duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related Duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Males/Females, Coloured Males/Females, Indian Males/Females and White Males/Females.
<u>POST 05/354</u>	:	<u>SCM CLERK (PRODUCTION): LOGISTICS MANAGEMENT (08 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Chris Hani (Ref.DOT 17/02/2026) (2 Posts)
	:	Head Office KWT (Ref.DOT 18/02/2026)
	:	Amathole (Ref.DOT 19/02/2026) (3 Posts)
	:	OR Tambo (Ref.DOT 20/02/2026)
	:	Alfred Nzo (Ref.DOT 21/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust.
<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Function as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/ Females including people with disability.
<u>POST 05/355</u>	:	<u>ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE (REF.DOT 22/02/2026)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
<u>REQUIREMENTS</u>	:	Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Road machinery, equipment, and material.
<u>DUTIES</u>	:	Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.
<u>POST 05/356</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE FLEET SERVICES (REF.DOT 23/02/2026)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
<u>REQUIREMENTS</u>	:	Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework

		governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/ Females, Indian Males/ Indian Females and White Males/ Females and People with disability.
<u>POST 05/357</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE SERVICE (REF.DOT 24/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) mathole
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males and White Males/Females and People with disability.
<u>POST 05/358</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT (02 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Amathole (Ref.DOT 25/02/2026) OR Tambo (Ref.DOT 26/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de- registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and

		receive, per association, the lists of deceased and or In- Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de- registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given African Females, Coloured Males/Females, Indian Males/ Females and White Males/Females and People with disability.
<u>POST 05/359</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY (REF.DOT 27/02/2026)</u>
<u>POST 05/ CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Alfred Nzo National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of pay slips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/360</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5) Sarah Baartman (Ref.DOT 28/02/2026) (2 Posts) Alfred Nzo (Ref.DOT 29/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance

		<p>register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.</p>
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/361</u>	:	<u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT) (REF.DOT 30/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Amathole
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of Registry Duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Manage telephonic and other enquiries received. Receive and register hand delivered mail/files. Manage incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/362</u>	:	<u>ADMIN CLERK (PRODUCTION): HUMAN RESOURCE DEVELOPMENT (REF.DOT 31/02/2026) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Head Office KWT
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the

		component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/363</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES (REF.DOT 32/02/2026)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 5)
<u>CENTRE</u>	:	OR Tambo
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem-solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written). Facilitate rotation of supplier Database (CSD), Advertise quotations, serve as secretariat to bid committees, ensure that all procurement done are in line with district procurement plan.
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/364</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT TRAFFIC LAW ENFORCEMENT SERVICES (02 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 5)
<u>CENTRE</u>	:	OR TAMBO Traffic Station LTSC (Lusikisiki) Ref (DOT 33/02/2026) OR TAMBO KSD Mthatha Traffic Station Ref (DOT 34/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Manage routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange

		travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/365</u>	:	<u>ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING (REF.DOT 35/022026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/366</u>	:	<u>SECRETARY (04 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Head Office KWT Internal Audit Services (Ref.DOT 36/02/2026)
	:	Head Office KWT Logistics, Asset and Records Management (Ref.DOT 37/02/2026)
	:	Head Office KWT Transport Infra Maintenance (Ref.DOT 38/02/2026)
	:	In-House Construction Makanda (Ref.DOT 39/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leaving registers and telephone accounts. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office.

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/367</u>	:	<u>ADMIN CLERK (PRODUCTION): COMPLIANCE SUPPORT SERVICES (REF.DOT 40/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Head Office KWT A National Senior Certificate. No experience. However, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/368</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE MAINTENANCE (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Head Office KWT (Ref.DOT 41/02/2026) Alfred Nzo (Ref.DOT 42/02/2026) A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.

<u>POST 05/369</u>	:	<u>HR CLERK (PRODUCTION): HUMAN RESOURCE ADMINISTRATION (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Sarah Baartman (Ref.DOT 43/02/2026) (2 Posts)
	:	Alfred Nzo (Ref.DOT 44/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisors accordingly. Maintain high ethical standards in own work environment. Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district. department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/370</u>	:	<u>FINANCE CLERK (PRODUCTION): REVENUE & DEBTORS (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Sarah Baartman (Ref.DOT 45/02/2026)
	:	Alfred Nzo (Ref.DOT 46/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR,PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Conduct revenue collection services. Assist in the Implementation of departmental revenue collection plan. Monitor the collection of revenue on the allocated revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of reports with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/371</u>	:	<u>ADMIN CLERK (PRODUCTION): COMMUNITY DEVELOPMENT (REF.DOT 47/02/20226)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties,

		practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/372</u>	:	<u>ADMIN CLERK (PRODUCTION): SECURITY INFORMATION & TECHNOLOGY SERVICES (REF.DOT 48/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Sarah Baartman
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management
<u>DUTIES</u>	:	Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/373</u>	:	<u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENCE & PERMITS (REF.DOT 49/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5)
	:	Alfred Nzo
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/374</u>	:	<u>SCM CLERK (PRODUCTION): ASSET MANAGEMENT (REF.DOT 50/02/2026) (02 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 5)
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/375</u>	:	<u>FINANCE CLERK (PRODUCTION): EXPENDITURE MANAGEMENT SERVICES (REF.DOT 51/02/2026)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 5)
<u>CENTRE</u>	:	Chris Hani
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents regarding the budget, File all documents, Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.

<u>NOTE</u>	:	e-recruitment technical enquiries: www.ectransport.gov.za In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/376</u>	:	<u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT INSPECTORATE (REF.DOT 52/02/2026)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 5) Alfred Nzo A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (i.e. Outlook, PowerPoint; Excel; Word; SharePoint etc) IT Service Desk / Helpdesk; Assets Management
<u>DUTIES</u>	:	Assist in administrative/clerical support to IT Office; Operate office equipment i.e. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claim of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/377</u>	:	<u>DATA CAPTURER (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 4) Sarah Baartman Community Development (CBP) (Ref.DOT 54/02/2026) Sarah Baartman (Innovation & Empowerment) (Ref.DOT 53/02/2026) Public Transport Registration Operator License & Permits – Alfred Nzo (Scholar) (Ref.DOT 54/02/2026)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical Duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/378</u>	:	<u>DATA CAPTURER: DISTRICT SCHOLAR TRANSPORT (09 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 4) Sarah Baartman (Scholar) (Ref. DOT 55/02/2026) Head Office KWT (Ref. DOT 56/02/2026) (6 Posts) Alfred Nzo (Scholar) (Ref.DOT 57/02/2026)

<u>REQUIREMENTS</u>	:	Chris Hani (Ref. DOT 58/02/2026) A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/379</u>	:	<u>ROAD WORKER: TRANSPORT INFRASTRUCTURE MAINTANANCE (06 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 – R192 810 per annum (Level 3) Alfred Nzo Maintenance (Ref.DOT 59/02/2026) (3 Posts) Amathole Transport Infrastructure (Ref.DOT 60/02/2026) (3 Posts)
<u>REQUIREMENTS</u>	:	ABET Level 2, Valid Code 10 Driver's Licence. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/380</u>	:	<u>DRIVER MESSENGER SERVICES (REF.DOT 61/02/2026)</u>
<u>SALARY CENTRE</u>	:	R163 680 – R192 810 per annum (Level 3) Chris Hani: Asset, Logistics & Disposal Management
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Drive light and medium-sized motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/381</u>	:	<u>GENERAL WORKER: MAINTENANCE (REF.DOT 62/02/2026)</u>
<u>SALARY CENTRE</u>	:	R138 486 – R163 131 per annum (Level 2) Amathole
<u>REQUIREMENTS</u>	:	Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work

		after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/382</u>	:	<u>GENERAL WORKER (ASSISTANT): LOGISTICS AND DISPOSAL MANAGEMENT SERVICES (REF.DOT 63/02/2026) (03 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 2)
<u>Centre</u>	:	Amathole
<u>REQUIREMENTS</u>	:	Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.
<u>POST 05/383</u>	:	<u>GENERAL WORKER: BIZANA TRAFFIC STATION (REF.DOT 64/02/2026) (3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 2)
<u>Centre</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	Abet Level 2 or grade 8. No experience, however, exposure to the environment will be an advantage. You must be healthy and physically fit. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: www.ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given Coloured Males/Females, Indian Males/ Females and White Males/ Females and People with disability.