

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. 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 : 10 April 2026

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, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; 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 compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 09/142 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOT/HRM/2026/10**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: Pretoria
: An undergraduate NQF Level 6 qualification as recognized by SAQA in Social Work/ Psychology / Environmental Health with 3 years' experience at a management or Assistant Director level within the Health and Wellness Environment. Knowledge and skills: knowledge and understanding of the employee health and wellness policies and prescripts. Sound knowledge of the Safety Health Environment Risk and Quality (SHERQ) principles and programs. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Good interpersonal relations and communication skills (written and verbal). Negotiation skills and liaison skills. Stakeholder relations and management. Project management;

Communication; Financial Management; Strategic Capability & Leadership; Project/Programme Management; Change Management.

DUTIES : Manage wellness management programme and quality of work life. Manage the HIV, TB and STIs program in the Department. Coordinate the HIV, TB and STIs strategy for the Transport Sector. Coordinate Health and Productivity Management Programme. Manage and promote occupational health and safety in the workplace. Manage the resources of the Sub-directorate.

ENQUIRIES : Ms Vivian Sibeko Tel No: (012) 309 3868

POST 09/143 : **ASSISTANT DIRECTOR: PERMITS AND LICENSING REF NO: DOT/HRM/2026/11**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10)
: Pretoria
: A qualification at NQF level 6 as recognized by SAQA in Transport Management/ Law/ International Relations/ Transport and Logistics Management with 3 years' experience at a supervisory or practitioner level in the civil aviation environment. Knowledge and Skill: knowledge of South African civil aviation legislation. Knowledge of international framework that regulates civil aviation. Knowledge of foreign protocols. Knowledge of the Air Transport Environment. Global developments within civil aviation. Policy development skills. Communication skills. Analytical skills. Good interpersonal skills. Compilation of reports. Report writing. PFMA. Communication; Strategic Capability & Leadership; People management & Empowerment; Project/Programme Management.

DUTIES : Facilitate the processing of Landing Clearances and Permits. Facilitates the processing of air services licences and international air services licences. Render secretariat services to the air services and international air services councils. Research, investigate issues/ complaints on matters relating to air service licences.

ENQUIRIES : Ms Pauline Nkuna Tel No: (012) 309 3688

POST 09/144 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: DOT/HRM/2026/16**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognise by SAQA in Industrial Psychology/ Management Services/ Operations Management/ Organisational Development/ Human Resources Development/ Human Resource Management/ Public Management with 3 years' experience at a supervisor or practitioner level in a change management environment. Knowledge and skills: Knowledge of the Change Management principles and methodologies. Knowledge of the Change management framework. Knowledge of public Service Act and the regulations. Knowledge of Public Finance Management Act (PFMA). Knowledge of Labour Relation Act. Project management. Understanding of the Code of conduct. Communication; Financial management; Strategic Capability & leadership; People management & empowerment; project/programme management; change management. DUTIES: Facilitate and implement change management framework, strategy and interventions; Coordinate and facilitate workshops and training sessions on change management; Conduct organisational climate and culture surveys; Coordinate Batho Pele flagship projects / programme in the department; Coordinate the development of Service Delivery Charter and Standards; Manage the resources of the section.

ENQUIRIES : Mr Victor Mabaso Tel No: (012) 309 3699

POST 09/145 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/2026/12**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08), all inclusive
: Pretoria
: A qualification at NQF level 6 in Management Services/ Operations Management/ Industrial Psychology/ Production Management/ Industrial

Engineering with 2 years' experience in an organisational Design/ Development environment. Knowledge and skills: Understanding of the organisational principles and procedures. Knowledge of job evaluation process and job evaluation grading system. Knowledge of public Service Act and the regulatory framework. Knowledge of Public Finance Management Act (PFMA). Knowledge of other relevant applicable legislation. Project management skills. Computer literacy. Good communication and writing skills. Good presentation and facilitation skills. Problem solving. Planning, coordination and organisational skills.

DUTIES : Develop organisational structures to suit the needs of the Department. Facilitate the development of job descriptions for the department; Provide the Job Evaluation (JE) services; Provide support for business process mapping; Provide general administrative support for the sub-directorate.

ENQUIRIES : Mr Mvuyisi Ndlebe Tel No: (012) 309 3521

POST 09/146 : **ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/2026/13**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Pretoria
: A qualification at NQF level 6 as recognise by SAQA in Management Services/ Operations Management/ Industrial Psychology/ Production Management/ Industrial Engineering with at least 1-year minimum working experience in the organisational Design/ Workstudy environment. Knowledge and Skills: Knowledge of Public service and Departmental prescripts/ Policies. Work study principles and techniques. Job design and Job profile competition. Policies, procedures and prescripts. Research/ analysis. Job analysis and evaluation.

DUTIES : Provide organisational development and job evaluation administrative support services. Facilitate the development of Job Descriptions. Render support regarding the provision of secretariat services. Maintain organisational development databases.

ENQUIRIES : Mr Mvuyisi Ndlebe Tel No: (012) 309 3521

POST 09/147 : **EMPLOYEE HEALTH AND WELLNESS ASSISTANT REF NO: DOT/HRM/2026/14**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R269 499 per annum (Level 06), all-inclusive
: Pretoria
: An appropriate NQF level 6 qualification in Social Work/ Humanities/ Industrial Psychology with no working experience. Knowledge and Skills: knowledge and understanding of Health and Wellness policies. Knowledge of the Employee Health and Wellness Strategic Framework (EHWSF). Communication (Verbal and Written). Negotiation skills. Liaison skills. Computer Literacy. Basic Project Management. Basic Financial Recording skills. Stakeholder Relations and Management.

DUTIES : Implement HIV & AIDS and TB management policy and programme. Implement Health and Productivity Management (HPM) policy and Programmes. Implement the Safety, Health Environment, Risk, Quality Management (SHERQ) program. Implement Wellness Management Programme and Policies. Perform administrative duties for the employee Health and Wellness Programmes.

ENQUIRIES : Ms Titinyane Morabe Tel No: (012) 309 3338

POST 09/148 : **OFFICE ADMINISTRATOR GRADE I REF NO: DOT/ HRM/2026/15**
Branch: Various

SALARY CENTRE REQUIREMENTS : R269 499 per annum (Level 06), all-inclusive
: Pretoria
: A recognised NQF level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with no working experience. Knowledge and Skills: Computer Literature Certificate. Administration Skills Certificate. Record Keeping. Communication Skills. Excellent written and verbal abilities. Ability communicates with all cultures at all levels. Have a positive open, friendly disposition in all communications. Confidence, confidentiality and reliability is

essential. Computer Literacy. Experience of Corel and Microsoft, to communicate computer-wise in any given situation. Ability to use the internet. E-mail (electronic diaries, scheduling of meetings). Administrative Abilities. Successful handling of documents and correspondents. Successful coordination of the office. Client satisfaction, both internal and external.

DUTIES

: Provide a support services to the Director/ Directorate. Attend to documentation (filing, tracking, update and disposal thereof). Perform general office administration. Assist in organising meeting, workshops, seminars and conferences. Chief User Clerk.

ENQUIRIES

: Ms Neo Mogotlana Tel No: (012) 309 3912