

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF ROADS AND TRANSPORT**

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 27 March 2026
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**OTHER POSTS**

- POST 09/184** : **ADMINISTRATIVE CLERK REF NO: REFS/038558 (X1 POST)**  
Branch: Roads Infrastructure: Traffic Engineering Services: Roads Signs and Roads Markings
- SALARY** : R228 321 per annum (Level 05), (plus benefits)
- CENTRE** : Koedoespoort Regional Office
- REQUIREMENTS** : Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure
- DUTIES** : Provide Road Signs and Road Markings applications assessment administration function; Ensure document management and security; Provide client liaison service. Conducting site inspections; Technical support; Collection and Consolidating; Organise meetings with clients; Drafting of projects submissions for approval, business plans and business correspondences
- ENQUIRIES** : Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Mashele Tel No: (011) 355 7082
- POST 09/185** : **ADMINISTRATIVE CLERK REF NO: REFS/035718 (X3 POSTS)**  
Branch: Roads Infrastructure: Roads Infrastructure: Traffic Engineering Services: Overload Management
- SALARY** : R228 321 per annum (Level 05), (plus benefits)
- CENTRE** : Koedoespoort Regional Office
- REQUIREMENTS** : Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and

- organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure
- DUTIES** : Implementation of permit administration process as guided by Traffic Regulations for Highways (11); Maintain integrity of A V Traffic system records; Perform administration oversight. Plan A V Traffic Office service activities; Liaise with Law enforcement agencies on regulatory and legislative matters; Ensure establishment and maintenance of Abnormal Vehicle Traffic system operations and records. Prepare and respond to annual audit process requirements; Improve service delivery to clients/public; Ensure availability of service at all times.
- ENQUIRIES** : Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Mashele Tel No: (011) 355 7082
- POST 09/186** : **CLEANER REF NO: REFS /035721 (X2 POSTS)**  
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02), (plus benefits)  
: Johannesburg, Head Office  
: ABET or equivalent qualification. No experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Provision of cleaning services: Performing cleaning services of routine nature by utilising a variety of aids throughout the offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment. Replace toilet paper, hand towels and fresheners.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521) Ms. P. Mabasa (011) 355 - 7175