

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 or at e-recruitment system: erecruit.transport.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 July 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). 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 Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduce 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 21/178** : **SENIOR STATE ACCOUNTANT: INTERNAL FINANCIAL CONTROL REF NO: DOT/HRM/2026/27**
Branch: Office of the Chief Financial Officer
Chief Directorate: Budgeting and Compliance
Directorate: Internal Control
- SALARY** : R413 001 per annum (Level 08), all-inclusive
CENTRE : Pretoria
REQUIREMENTS : A qualification at NQF Level 6 as recognised by SAQA in Accounting/ Finance/ Auditing with 2 years working experience in Finance or Internal Control. Knowledge and Skills: knowledge of government processes. Knowledge of the PFMA, Treasury Regulations and MTEF processes. Knowledge of BAS; Internal Control Framework; Ability to analyse and synthesise information. Interpersonal skills. Planning and organisational skills. Communication. Verbal

- and written. Excellent communication skills. Project management. Computer skills. Research skills.
- DUTIES** : Conduct the internal checking process; Check all batches are complete and ensure that all supporting documents are attached; Ensure that an official with delegated authority approves payment and payment is valid and accurate. Maintain the safekeeping of batches; Document the process for the safekeeping of batches; Monitor compliance with the payment batch safekeeping procedures. Participate in the review of financial policies and procedures; Maintain the register for departmental financial policies to identify policies due for review; Document a detail system description for all the processes within the finance branch. Maintain the loss control process; Provide secretariat services in the Loss Control Committee and Irregular Expenditure Committee; Maintain loss control database.
- ENQUIRIES** : Mr Rofhiwa Budeli Tel No: (012) 309 3046
- POST 21/179** : **ADMINISTRATIVE ASSISTANT REF NO: DOT/ HRM/2026/28**
Branch: Various
- SALARY** : R280 278 per annum (Level 06), all-inclusive
CENTRE : Pretoria
REQUIREMENTS : A qualification at NQF Level 6 in Public Management/ Administration/ Financial Management/ Business Management/ Management/ Management Assistant with no experience. Knowledge and Skill (Competencies). General: Have the ability to work with people. Be organised. Assertive and sense of urgency. Maintain confidentiality. Customer service: Understanding and experience of customer service, specifically as seen from a private sector perspective. Commitment in customer service and customer satisfaction. Understanding of customer requirements and delivery of such requirements. Administrative abilities. Have experience in filing and tracking of documents. Have experience in dealing with clients. Have a broad understanding of issue in the DG's office.
- DUTIES** : Maintain the filing system in the office. Provide general administrative support. Maintain a document tracking system and database. Assist with payments, claims and orders of consumable and maintenance of photocopier.
- ENQUIRIES** : Ms. Neo Mogotlana Tel No: (012) 309 3912