

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 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.
- FOR ATTENTION** : Recruitment Unit, Room 4034
- CLOSING DATE** : 21 August 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 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 POST

- POST 27/78** : **GRAPHIC DESIGNER ASSISTANT REF NO: DOT/HRM/2026/31**
Branch: Corporate Services
Chief Directorate: Communication
Directorate: Internal Communication
Sub-Directorate: Online Media Services
- SALARY** : R280 278 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 6 in Graphic Design / Fine Arts / Multimedia Production / Information Technology / Communication with no experience. Knowledge and skills: Knowledge of, knowledge and understanding of Multi-media and Computer graphics Packages, knowledge and understanding of Corel Draw and Adobe Photoshop, knowledge of topography and printing, Proficient in the use of an apple Macintosh computer InDesign (web 3-D skills), strong design

skills, Knowledge of Desktop Publishing, Communication skills and presentation skills, Computer literacy and Typing Skills, Project Management, Research and editing skills, Creative, problem solving skills, and strong analytical skills, and Good organization.

DUTIES

: Design brochures and publications, Design corporate gift packages and covers to enhance the corporate image of the Department, Create layouts for the Departmental calendars, Create graphs and charts for publications, Keep web content images for the Department's website up to date, Assist with the development of material. Design graphics images, and visual elements for website, interactive media, and multi projects, Design graphics, images and images, and animations in a variety of formats, Provide final artwork for production of all briefed-in material, Design layouts accordingly to specific needs of the branches, Prepare sketches by hand or with the aid of a computer, Assist with Photography according to the Departmental needs i.e indoors/outdoors, Design graphics, images and virtual elements for social media pages, Ensure colours and art work are available and Maintain equipment as required (computer, software, digital and electronic aids).

ENQUIRIES

: Mr Richard Maboho Tel No: (012) 309 3401