

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** : 23 October 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 Qualifications 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. 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 POST

- POST 36/79** : **ADMINISTRATIVE ASSISTANT: RECRUITMENT AND SELECTION REF NO: DOT/HRM/2026/37 (X2 POSTS)**
Branch: Corporate Services
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Management and Administration
Sub-Directorate: Recruitment And Selection
- SALARY** : R280 278 per annum, all-inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management / Human Resource Development/ Public Management / Administration / Industrial Psychology with no working experience. Knowledge and skills: Exposure to the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Exposure to

the Recruitment and Selection policy and prescripts, Exposure to Human Resource Practices and Procedures, problem solving, project management, interpersonal relationship, policy analysis and development, computer literacy and co-ordination and organizing.

DUTIES

: Capture applications from job applicants; Sort job applications alphabetically, capture all applications from job applicants, compile executive summary of all applications, maintain a database for the applications, Arrange and coordinate short listing; Arrange for a suitable date for short listing, invite all stakeholders, panel members including organized labour to the short listing, scribe during short listing meeting, compile submission for short listing, approvals, conduct reference checks for the shortlisted candidates, Arrange and conduct interviews, Arrange date and venue for the interviews, invite shortlisted candidates to the interviews, escort candidates to and from the interview venue on the day of the interviews, assist candidates with the completion of Subsistence and Travel (S & T) forms and submit them for approval, assist with any logistics regarding interviews, Conduct integrity check (Pre-employment security screening and verification of qualifications) , Conduct pre-employment security screening for the shortlisted candidates with National Investigation Agency (NIA), conduct verification of qualification for the recommended candidates with South African Qualifications Authority (SAQA), and compile a database of all educational verification from SAQA.

ENQUIRIES

: Mr Herman Seleke Tel No: (012) 309 3886