

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** : 06 November 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. 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 37/84** : **PROCUREMENT ADMIN OFFICER REF NO: DOT/HRM/2026/38**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting and Supply Chain Management
Directorate: Supply Chain Management
Sub-Directorate: Bidding And Acquisition
- SALARY** : R338 106 per annum, all-inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with 1 year's experience in supply chain management. Knowledge and skills: Knowledge of SCM policies, prescripts and practices, Knowledge of Public Service Regulations and Public Service Act, Computer Literate (SCM System, MS Word, Excel), Understanding and application of SCM and PFMA prescripts, Knowledge of Treasury Regulations, Planning and Organising skills, Good Verbal and writing communication skills, Financial management skills and Project Management skills.

DUTIES

: Administer the supplier database. Receive RFQ's and check compliance before sourcing quotations (Check budget, that the specifications are not biased), Verify sourcing strategy to be implemented and its engagement model, Use Central Supplier Database (CSD) and other applicable sourcing strategies to acquire quotations in a fair and equitable manner, Monitor quotations and make sure they are in line with the time indicated when quotations were sources, Evaluate quotations and compile a comparative schedule , Ensure that suppliers are complaints on CSD, Make sure that the awarded supplier is the one that scores the highest points, Make sure that the comparative schedule is approved by the delegated authority, Proactively advise the LOGIS unit and Chief users on quotation status, Maintain daily liaising with chief users and suppliers, Handle internal and external queries with chief users and suppliers and Submit finalized quotations,VAS2 to logistics for further processing. Obtain quotation for services (Consultants), Receive Terms of Reference (TOR), Ensure that the is approved Case and Gap Analysis, Ensure that there is an approval submission to appoint specifications and Evaluations committee and that it is in line with treasury regulations 16 A and SCM Policy, Check the specification and make sure that it complies with SCM templates and Policy, Arrange the specification meeting and Compile a specifications report. Publish the TOR on e-tenders and departmental website, Invite security and internal control, receive the documents, make sure that there registers to record all proposals received during the closing date, Compile evaluation report to be approved by the delegated authority, Publish the results on e-tenders and the website, Ensure safe keeping of documents for audit purposes and Submit finalized projects to Contract Management for contract and logistics for further processing. Administer Quotation Process for IT related services, Receive DITCOM form with the specifications, Use RFB 740 and other applicable sourcing strategies by SITA to acquire quotations in a fair and equitable manner, Ensure that supplier are complaint on CSD, Daily liaising with chief users and suppliers, Handle internal and external queries with regards to quotation. Implement and administer all SCM policies, prescripts, and legislations. Implement and ensure compliance to all SCM policies, prescripts and legislation, Interact with the CSD/DTI and National Treasury, Assist in guiding services providers on steps to follow to comply with the Departmental requirements. Compile monthly statistical report. Update quotation register both manually and electronically, Weekly report to Manager on RFQ's and Update the deviations register as an when it happens.

ENQUIRIES

: Ms Lindiwe Mthimunye Tel No: (012) 309 3255

POST 37/85

: **PROCUREMENT ADMIN ASSISTANT REF NO: DOT/HRM/2026/39**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting and Supply Chain Management
Directorate: Supply Chain Management
Sub-Directorate: Bidding And Acquisition

**SALARY
CENTRE**

: R280 278 per annum, all-inclusive
: Pretoria

REQUIREMENTS

: A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with no experience. Knowledge and skills: Knowledge of SCM policies, prescripts and practices, Knowledge of Public Service Regulations and Public Service Act, Computer Literate (SCM System, MS Word, Excel), Understanding and application of SCM and PFMA prescripts, Knowledge of Treasury Regulations, Planning and Organising skills, Good Verbal and writing communication skills.

DUTIES

: Administer the supplier database. Receive RFQ's and check compliance before sourcing quotations (Check budget, that the specifications are not biased), Verify sourcing strategy to be implemented and its engagement model, Use Central Supplier Database (CSD) and other applicable sourcing strategies to acquire quotations in a fair and equitable manner, Monitor quotations and make sure they are in line with the time indicated when quotations were sources, Evaluate quotations and compile a comparative schedule , Ensure that suppliers are complaints on CSD, Make sure that the awarded supplier is the one that scores the highest points, Make sure that the comparative schedule is approved by the delegated authority, Proactively advise the LOGIS unit and Chief users on quotation status, Maintain daily liaising with chief users and suppliers, Handle internal and external queries with chief users and suppliers and Submit finalized quotations,VAS2 to logistics for further

processing. Obtain quotation for services (Consultants), Receive Terms of Reference (TOR), Ensure that the is approved Business Case and Gap Analysis, Ensure that there is an approval submission to appoint specifications and Evaluations committee and that it is in line with treasury regulations 16 A and SCM Policy, Check the specification and make sure that it complies with SCM templates and Policy, Arrange the specification meeting and Compile a specifications report. Publish the TOR on e-tenders and departmental website, Invite security and internal control, receive the documents, make sure that there registers to record all proposals received during the closing date, Compile evaluation report to be approved by the delegated authority, Publish the results on e-tenders and the website, Ensure safe keeping of documents for audit purposes and Submit finalized projects to Contract Management for contract and logistics for further processing. Administer Quotation Process for IT related services, Receive DITCOM form with the specifications, Use RFB 740 and other applicable sourcing strategies by SITA to acquire quotations in a fair and equitable manner, Ensure that supplier are complaint on CSD, Daily liaising with chief users and suppliers, Handle internal and external queries with regards to quotation. Implement all SCM policies, prescripts, and legislations. Implement and ensure compliance to all SCM policies, prescripts and legislation, Interact with the CSD/DTI and National Treasury, Assist in guiding services providers on steps to follow to comply with the Departmental requirements. Draft monthly statistical reports. Update quotation register both manually and electronically, Provide Weekly report on RFQ's and Update the deviations register as an when it happens.

ENQUIRIES

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Ms Lindiwe Mthimunye Tel No: (012) 309 3255