

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.

<u>APPLICATIONS</u>	:	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. 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.
<u>CLOSING DATE</u>	:	20 November 2026
<u>NOTE</u>	:	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 POST

<u>POST 39/144</u>	:	<u>PROCUREMENT ADMIN OFFICER REF NO: DOT/ HRM/2026/40</u> Branch: Administration (CFO)
<u>SALARY</u>	:	R338 106 per annum (Level 07), all-inclusive
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management / Public Procurement Management with 1 year experience in Supply Chain Management. Knowledge and Skills: Knowledge of SCM policies, prescripts and practices, knowledge of Public Service Regulation 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 written communication skills. Financial management skills and Project Management skills.
<u>DUTIES</u>	:	Maintain contract and commitment register. Render Contract administration. Assist to manage the lease agreements in the Department in terms of RT3 and providing support to line function in this regard. Monitor supplier performance.
<u>ENQUIRIES</u>	:	Ms Lindiwe Mthimunya Tel No: (012) 309 3255