ANNEXURE M

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 : 27 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 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 POST

POST 40/134 : **ASSISTANT DIRECTOR: DRIVING LICENCE STANDARDS REF NO: DOT/HRM/2026/40**
Branch: Road Transport
Chief Directorate: Road Transport Regulations
Directorate: Compliance
Sub-Directorate: Driving Licence Standards

SALARY : R605 742 per annum, all-inclusive

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF Level 6 as recognized by SAQA in Road Traffic Management/ Traffic Management and Municipal Police/Licensing Practice/ Monitoring and Evaluation/ Transport and Logistics Management/ Public and Logistics Management/Public Management. Certificate: Grade A examiner for driving license's. Knowledge and skills: Knowledge of NRTA-National Road Traffic Act 93 of 1996, NATIS-National Traffic Information System, Knowledge of Government Gazette no 28446 dates 7 April 2006, Communication/ written, Computer literacy, Knowledge of PFMA, Treasury Regulations and

Instructions, Knowledge of Travel Policy for Department, understanding of prescripts within government and Report writing and negotiating skills.

DUTIES : Inspect standards and evaluate examiners for driving licenses at driving license centers. Evaluate facilities for compliance with minimum requirements in the Government Gazette and compliance with administrative procedures by all stakeholders. Evaluate the standards of testing of all available examiners for driving licenses during inspection. Advise management representative examiners for driving licenses on correct procedures to be applied when executing learner's license and driving license tests where shortcomings are identified during evaluations. Compile preliminary inspection reports on findings during inspection at the DLTCs that will be signed by Management Representative. Recommend to the MEC of the relevant Provinces regarding actions be taken where non-compliance of facilities, incompetence of examiners for driving licenses to execute testing duties and procedure identified during inspections. Advise all stakeholders regarding the correct procedures to be adhered to where shortcomings are identified during inspections. Analyse inspection reports on the implementation of recommendations. Attend to all driving licenses queries (locally and internationally) and render assistance accordingly. Clarify uncertainties with regards to all driving licence related matters and/ or queries. Liaise with RSA citizens who happen to be in other countries and wanting to convert their South African driving licence issued in their respective country. Assist DOT and other Department officials with driving license related matters. Prepare driving license related response letters to the public, stakeholders and other interested parties. Liaise with DLTCs and Provincial monitoring units. Prepare driving license related response letters to the public, stakeholders and other interested parties. Analyse inspectorate reports on the implementation of recommendation. Conduct preliminary investigations on suspected fraudulent activities at Driving License Testing Centre's. Identify irregular conduct in terms of the legislation (NRTA). Conduct preliminary investigation. Liaise timeously with different law enforcement agencies. Give evidence during disciplinary hearings and or court sessions. Conduct analysis of NaTIS reports. Analyse Natis activity reports on driving license transactions per DLTC per province to ensure that all active DLTCs are scheduled for inspection. Analyse examiners for driving licenses linked to DLTCs and optimal use of time of examiners. Prepare information based on the analysis of Natis reports to support the inspectorate during inspection. Analyse inspectorate reports on the implementation pf recommendation. Manage the resources of the section. Provide the necessary guidance and supervision to subordinates. Ensure training and development of subordinates. Monitor asset and stationery management. Manage the administration of leaves in the section. Provide input in the compilation of the strategic and annual reports of the Directorate. Provide input in the development of project plans, administration and management reports. Ensure submission of performance agreements, half yearly reviews and annual assessments of subordinates. Ensure compliance to all relevant public service prescripts and policies. Provide secretariat services during Driving Standards related meetings.

ENQUIRIES : Ms Laetitia Botma Tel No: (012) 309 3763