

**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.
- CLOSING DATE** : 20 October 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). 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). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a 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.

**MANAGEMENT ECHELON**

- POST 33/124** : **CHIEF DIRECTOR: ROAD ENGINEERING STANDARDS REF NO: DOT/HRM/2023/68**  
Branch: Road Transport  
Chief Directorate: Road Engineering Standards
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria  
An undergraduate NQF level 7 qualification as recognised by SAQA in Civil Engineering with 6 years working experience in the Road Infrastructure Development and Management within the Built environment of which 5 years must be at a senior management level. Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working

knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Verbal & Written communication - English - above average. Computer literacy — above average. Governance related to information. Research and Policy experience. Procurement experience & Project Management. Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills. Communication: Verbal & Written communication - English - above average - Governance related to information.

**DUTIES** : Undertake research, coordinate the development and updating of technical norms, standards, guidelines and the best practice. Coordinate the development of an asset management systems for road infrastructure in compliance with GIAMA and related asset management requirements. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the Chief Directorate.

**ENQUIRIES** : Mr Chris Hlabisa Tel No: (012) 309 3170  
**NOTE** : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

**POST 33/125** : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT**  
**REF NO: DOT/HRM/2023/69**  
 Branch: Administration (Office of the Director-General)  
 Chief Directorate: Office of the Director-General  
 Directorate: Parliamentary Service and Strategic Support

**SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs

**CENTRE** : Pretoria / Cape Town  
**REQUIREMENTS** : An undergraduate NQF Level 7 qualification as recognised by SAQA in Political Science Law / Public Management / Business Administration / Communication / Strategic Management with 6 -10 years' experience in government's integrated governance system of which a minimum of 5 years' experience must be at a middle management level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills: Knowledge and experience of Parliamentary & legislative processes. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Knowledge and experience of the Government Cluster System. Knowledge and experience of strategic management processes in government. Political awareness and familiarity with broad lines of government policy. Ability to liaise effectively with senior government officials and politicians. Excellent writing and editing skills. Compilation of management reports. Communication: Verbal & Written communication - English - above average. Governance related to information.

**DUTIES** : Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General. Manage Parliamentary processes. Provide an efficient and effective support system in the Office of the Director-General Manage the resources of the Directorate.

**ENQUIRIES** : Ms Fikile Nhangombe Tel No: (012) 309 3514  
**NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

#### OTHER POSTS

**POST 33/126** : **DEPUTY DIRECTOR: ROAD INFRASTRUCTURE MANAGEMENT REF NO:**  
**DOT/HRM/2023/74**  
 Branch: Road Transport  
 Chief Directorate: Road Infrastructure & Industry Development  
 Directorate: Road Infrastructure Planning  
 Sub Directorate: Road Infrastructure Management

**SALARY** : R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate NQF Level 6 qualification as recognized by SAQA in Civil Engineering, with 3 years of relevant experience at a Junior management or

		Assistant Director level in road and site construction management. Knowledge and skill: Knowledge and understanding of the National Land Transport Act. Knowledge and understanding of the Committee of Transport Officials (COTO) manuals. Sound knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and the Treasury regulations. Computer literate (Design & GIS). Project Management skills. Analytical and problem-solving skills. Supervisory skills. Communication- Verbal & Written communication: English - above average - Computer literacy. Governance related to information.
<b><u>DUTIES</u></b>	:	Develop Road Management Strategies for the Six Different Classes of Roads as per Road Infrastructure Strategic Framework for South Africa (R.I.S.F.S.A.) Reclassification. Ensure Implementation of Best Practice Delivery Models for Roads. Develop and facilitate Detailed Project Planning for Nationally Driven Road Projects. Manage the handling of enquires and dealing with road infrastructure queries. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the sub-directorate.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Whitey Maphakela Tel No: (012) 309 3519
	:	Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 33/127</u></b>	:	<b><u>ASSISTANT DIRECTOR: RAIL INFRASTRUCTURE REF NO: DOT/HRM/2023/70</u></b> Branch: Rail Transport Chief Directorate: Rail Infrastructure and Industry Development Directorate: Rail Infrastructure Development Sub Directorate: Rail Infrastructure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R527 298 per annum (Level 10)
	:	Pretoria
	:	An undergraduate NQF level 6 qualification in Transport Planning / Transport Management / Transport Economics / Built Environment / Civil Engineering with 3 years' experience at a practitioner level in a transport environment. knowledge and skill: An understanding of Intergovernmental relations. An understanding of the transport sector and or rail industry. Transport planning and project management background. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Communication: Verbal & Written communication - English - above average - Governance related to information.
<b><u>DUTIES</u></b>	:	Coordinate the rail planning in the context of institutional arrangements and governance structures. Coordinate information and data pertaining to rail planning and infrastructure. Provide support in the integrated transport planning, land use and urban planning. Promote the development of rail infrastructure in relation to government priorities and objectives. Perform general financial and administration duties.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Keitumetse Matlapeng Tel No: (012) 309 3622
	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 33/128</u></b>	:	<b><u>SENIOR INTERNATIONAL LIAISON OFFICER: MULTILATERAL COORDINATION REF NO: DOT/HRM/2023/71</u></b> Branch: Corporate Services Chief Directorate: International Relations Directorate: Multilateral Coordination
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum (Level 08)
	:	Pretoria
	:	An appropriate NQF level 6 qualification in International Relations / Political Science / Social Sciences with 2-3 years' experience in International Relations field. Knowledge and skills: Knowledge of South African Foreign policy. Knowledge of transport sector and its role in the international stage. Communications skills Presentation skills. Communication: Verbal - Report writing.
<b><u>DUTIES</u></b>	:	Gather relevant Information from stakeholders and line function. Provide support with the coordination of International Transport Matters. Provide support prior and during international meetings. Collect transport information

		for discussion during international visits to the Minister. Provide general administration support as required.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Vincent Makhoba Tel No: (012) 309 3300
	:	Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 33/129</u></b>	:	<b><u>EMPLOYEE HEALTH AND WELLNESS ASSISTANT REF NO: DOT/HRM/2023/75</u></b>
		Branch: Corporate Services
		Chief Directorate: Human Resources Management and Development
		Directorate: EHW, Organisational Development and Change Management
		Sub-Directorate: Employee Health and Wellness
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R241 485 per annum (Level 06)
	:	Pretoria
	:	An appropriate NQF level 6 in Social Work/ Humanities/ Industrial Psychology with 1 year relevant working experience in the employee health and wellness field. knowledge and skill: Knowledge and understanding of the employee health and wellness policies and prescripts. Communication (Verbal and Written). Negotiation skills Liaison skills. Computer Literacy. Basic Project Management. Basic Financial Recording Skills. Stakeholder Relations and Management. Proven Office Administration Experience.
<b><u>DUTIES</u></b>	:	Implement HIV & AIDS and TB management policy and programmes. Conduct marketing and promotion of employee health and wellness programmes / issues. Participate and provide input in the coordination of the HIV and AIDS, STI & TB Strategy for the Transport Sector. Implement employee health and wellness programme policies and strategies.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Pheagane Modipane Tel No: (012) 309 3625
	:	Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 33/130</u></b>	:	<b><u>PAYMENT CLERK: OFFICE SUPPORT REF NO: DOT/HRM/2023/72</u></b>
		Branch: Corporate Services
		Chief Directorate: Corporate Management Services
		Directorate: Travel and Facilities Management
		Sub-directorate: Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	Grade 12 certificate with no experience. Knowledge and skill: Administrative skills. Good Communication skills (verbal & written). Financial and numerical skills. Computer skills. Organising skills. Understanding of Public Sector.
<b><u>DUTIES</u></b>	:	Reconciliation of voice and data contact payments. Prepare payments for accounts. Validate Payments. Preparation of over limit recoveries.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Kobela Moloisi Tel No: (012) 309 3464
	:	Preference will be given to African Female, Coloured Male / Female, Indian Male/Female, White Male / Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 33/131</u></b>	:	<b><u>ADMINISTRATIVE CLERK: OFFICE SUPPORT REF NO: DOT/HRM/2023/73</u></b>
		Branch: Corporate Services
		Chief Directorate: Corporate Management Services
		Directorate: Travel and Facilities Management
		Sub-directorate: Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	Grade 12 certificate with no experience. Knowledge and skill: Administrative skills. Good Communication skills (verbal & written). Financial and numerical skills. Computer skills. Organising skills. Understanding of Public Sector.
<b><u>DUTIES</u></b>	:	Provide the procurement and administration of data cards contracts. Render the procurement and administration of cell phones (voice lines) contracts. Keep registers on cell-phones updated and attend user requests. Provide loss control service.

**ENQUIRIES**  
**NOTE**

- : Ms Kobela Moloisi Tel No: (012) 309 3464
- : Preference will be given to African Female, Coloured Male/Female, Indian Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.