

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** : 01 September 2023
- NOTE** : Applications must be completed and signed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (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. 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 28/100** : **ASSISTANT DIRECTOR: BTE INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2023/49**
Branch: Integrated Transport Planning
Chief Directorate: Integrated Transport Planning
Directorate: Bureau for Transport Economics Institutional Support
- SALARY CENTRE REQUIREMENTS** : R424 104 – R508 692 per annum (Level 09)
Pretoria (Head Office)
A recognised NQF level 6 qualification in Project Management, BCom Transport Management, Logistics, Business Administration, and Public Administration with 3 years' experience at a practitioner level in a Programme Management, General Administration and project management environment. Knowledge and Skills: Ability to investigate / inspect and report, Good communication skills (verbal and written), Computer literacy is an essential requirement Project Management. Ability to deal with consultants. Knowledge of PFMA and supply chain procedures. Working with Microsoft Projects Software and specific Project management Charts. e.g. Gantt. Stakeholder Management.
- DUTIES** : Coordinate National Transport Master Plan (NATMAP) and Bureau for Transport Economics (BTE) Projects. Provide secretariat services and technical support to the Bureau for Transport Economics (BTE) Committee and National Transport Forum. Provide support to project teams with risk management. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the section.
- ENQUIRIES** : Mr Ntsieni Ntsieni Tel No: (012) 309 3881

- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 28/101** : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOT/HRM/2023/50 (X2 POSTS)**
 Branch: Integrated Transport Planning
 Chief Directorate: Integrated Transport Planning
 Directorate: Bureau for Transport Economics Institutional Support
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
 : Pretoria
 : A recognised NQF level 6 qualification in Transport Management / Project Management / Public Administration / Business Management / Logistics with 2 years relevant experience in a programme management, general administration or project management environment. Knowledge and Skills: Report Writing. Financial Management. Knowledge of Project management. Communication Skills verbal and written. Organisational and administrative skills. Minute taking. Database Management. Research Skills. Meeting skills.
- DUTIES** : Render an administrative support function to Bureau for Transport Economics (BTE) and National Transport Forum (NTF). Render a secretariat function to the Bureau for Transport Economics (BTE) meetings. Liaise with all project stakeholders with regard to matters pertaining to Bureau for Transport Economics (BTE) Projects. Provide financial administration. Committee. Render financial management services. Facilitate the compilation of the 12-months cash flow.
- ENQUIRIES NOTE** : Mr Ntsieni Ntsieni Tel No: (012) 309 3881
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.