

CIRCULAR OF VACANT POSTS

1. This circular is issued in terms of the provisions contained in Part 4, Regulation 65 of the Public Service Regulations, 2016 and in this regard, it is important to note that the Public Service is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Suitable candidates whose promotion/appointment will promote representivity in line with the applicable numerical employment equity targets of the Department will receive preference, particularly applicants with disabilities. **Persons with Disabilities will be preferred over other targeted groups when filling some of these posts due to the degree of their under-representivity within the Department.**

2. The contents of this circular must without delay be brought to the notice of all eligible employees. Supervisors must notify all potential candidates who may qualify for posts in this circular even if they are absent from their normal place of work.

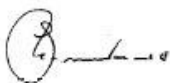
3. **NOTE:**

- (a) Applications must be submitted on the **NEW** Application for Employment Form, Z83 (**obtainable on the internet at www.dpsa.gov.za/vacancies**). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the application should be signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialed, dated and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed Curriculum Vitae (CV). **Dates of starting and leaving employment must be given as DD/MM/YYYY.**

Candidates short-listed for an interview will be required to provide the following documentation, on the date of the interview and failure to do so will result in the candidate being disqualified for the position:

- Certified copies of qualifications, driver's licence (*where applicable*).
 - Copies of acting appointment letters for occupying acting positions (*where applicable*).
 - Identity Document/Permanent Resident Permit for non-RSA Citizens (*where applicable*).
 - Relevant registration with professional body (*where applicable*).
 - Certificates are required, however, if a certificate is only to be issued at the graduation in the future, the statement of results, together with a letter from the educational institution indicating the date of the graduation will be accepted.
- (b) Should an applicant wish to apply for more than one post, separate applications (Z83) with a CV must be submitted for each post applied for.
- (c) Under no circumstances will faxed or emailed applications be accepted. Any applications received after the closing date and time will not be considered. The onus is on applicants to ensure that their applications are submitted timeously.
- (d) Shortlisted candidates may be required to undergo a competency test.
- (e) Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record, qualification verification and employment verification) prior to employment and the appointment is subject to positive outcomes of these checks.
- (f) The successful candidate will be required to enter into a performance agreement.
- (g) Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three months of the closing date of this advertisement, please regard your application as being unsuccessful.
- (h) Shortlisted candidates are required to submit their fingerprints at the designated fingerprint zone on or after the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to fill the advertised post(s) at any stage of the recruitment process.
- (i) Applications are to be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
- (j) **Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided. For the personal attention of Ms H Masango.**
- (k) **Applicable to Occupational Specific Dispensation (OSD) posts only:** Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty.
- (l) Closing date for applications is **08 December 2022 at 16h00.**

NB: THE DEPARTMENT IS CURRENTLY UNDERGOING A REVIEW OF ITS ORGANISATIONAL STRUCTURE WHICH MAY HAVE AN IMPACT ON THE LOCATION AND/OR THE AMENDMENT TO / ADDITION OF DUTIES TO SOME OF THE POSTS WHICH MAY BE INCLUDED IN THIS CIRCULAR



MS M.C. ZWANE
CHIEF DIRECTOR:
HUMAN RESOURCE MANAGEMENT

24/11/22

DATE

POST: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (REF. NO. DOT 343/2022)

CENTRE: REGIONAL OFFICE, EMPANGENI

SALARY: R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- An undergraduate qualification in Finance / Accounting (NQF Level 6); plus
- A minimum of 3 years junior management experience in finance or accounting environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Extensive knowledge of financial prescripts of the Public Finance Management Act and Treasury Regulations.
- Knowledge of advanced financial and analytical methodologies.
- Knowledge of the financial management information system in the Province.
- Knowledge of Public Service, Acts, Policies and Regulations.
- Project management skills- Provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending courses of action.
- Communication skills-Prepare reports required in terms of Public Service stationery framework by collecting, formatting and explaining information.
- Effective communication, negotiation and influencing skills.
- Functional Ability skills- Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure enquiries.
- Coaching and developing people skills-Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge.
- Ability to utilise a computer.

KEY PERFORMANCE AREAS:

- Establish and maintain appropriate systems (analytical tools, information systems and models or projection of cost behaviour) and policies to ensure effective and efficient management of resources.
- Advise the Regional Chief Director in the execution of his/her functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations.
- Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the region.
- Facilitate the implementation of national and provincial norms and standards where applicable to the region.
- Advise the Regional Chief Director pertaining to matters that have financial implications.
- Liaise with the relevant role-players in the financial environment regarding transversal financial matters.
- Ensure effective and efficient financial management/ administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Region.
- Provide assistance to the Regional Chief Director in the management of the financial and provisioning administration functions of the Region.
- Assist the Regional Chief Director and Chief Financial Officer to compile Monthly Management Reports and investigate major variances.
- Provide assistance to the Regional Chief Director and Chief Financial Officer to carry out and implement ad hoc projects and investigations.

ENQUIRIES: Ms T Dingiswayo

Tel. No.: 083 645 8463

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (REF. NO. DOT 344/2022)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(FINANCIAL SERVICES)

SALARY: R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- An undergraduate qualification in a Finance field as recognized by SAQA (NQF Level 6 or higher); plus
- A minimum of 3 years' junior management experience in a financial environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of administrative procedures applicable to the Public Service.
- Knowledge of Financial and Human Resources Management policies and practices and relevant legislation.
- Knowledge of computer-based implementation information systems.
- Knowledge of Public Service reporting procedures and work environment.
- Knowledge of planning and organizing.
- Knowledge of Public Service Regulations.
- Knowledge of training and development.
- Knowledge of Labour Relations Act.
- Skills in the interpretation and application of policy.
- Research, policy formulation and managerial skills.
- Ability to develop training material.
- Problem solving and analytical thinking skills.
- Strategic planning and co-ordination skills.
- Computer literacy.
- Team building skills.
- Excellent communication skills (verbal, written and networking).
- Project management, presentation and facilitation skills.
- Motivation and negotiation skills.
- The ideal candidate should have sound interpersonal relations, maintain confidentiality, be policy development and improvement orientated and teamwork orientated. He/she must also be receptive to suggestions and ideas, be assertive and possess leadership qualities, be an innovative thinker and have the ability to work under pressure.

KEY PERFORMANCE AREAS:

- Manage all administrative functions within the Financial Services Chief Directorate and Administrative Support Services Component with a view towards effective and efficient service delivery.
- Liaise between the office of the Financial Services Chief Directorate and various branches and other stakeholders and various Chief Directorates and Directorates.
- Manage the resources of the component.
- Support the Financial Services Chief Directorate with the facilitation of the day to day business matters including the drafting of correspondence.
- Dissemination of relevant legislation and information with a view towards keeping officials informed and thereby enhancing service delivery and compliance thereto.
- Facilitate events and other functions for the Financial Services Chief Directorate, including procurement.
- Co-ordination of events / projects for the Financial Services Chief Directorate.

ENQUIRIES: Mr T Nkosi

Tel. No.: 033-355 8008

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: DEPUTY DIRECTOR: VEHICLE TECHNICAL COMPLIANCE (REF. NO. DOT 345/2022)

CENTRE: MOTOR TRANSPORT SERVICES, PIETERMARITZBURG

SALARY: R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- A relevant tertiary qualification (3-year Diploma/Degree in a Traffic/Management/Law field – NQF 6); plus, a Basic Traffic Officer's Diploma; plus
- A minimum of 3 years management experience in vehicle examination and related field; plus
- Registration as an A grade Examiner of vehicles (Technical); plus
- Qualified and Registered as a Traffic Officer; plus
- All valid relevant driving licenses (A and EC)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the Public Finance Management Act (Act 1 of 1999).
- Knowledge of the Financial Management Procedures and Practices.
- Knowledge of the National Road Traffic Act (Act 93 of 1996).
- Knowledge of the Provincial Road Traffic Act (Act 7 of 1997).
- Knowledge of the Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act and the Skills Development Act.
- Knowledge of skills development.
- Knowledge of Delegations of Authority pertaining to the Department of Transport.
- Knowledge of Human Resource Management and Principles.
- Knowledge of Procurement/Provisioning Policies and Procedures as well as the PPPFA.
- Knowledge of the National Traffic Information System (e-NaTIS).
- Knowledge of the Criminal Procedure Act (Act 51 of 1977) as well as law of evidence.
- Understanding of Departmental vision, objectives, structures, communication & reporting channels.
- Knowledge of subsistence and Transport policies.
- Knowledge of SANS Codes.
- Knowledge of computer-based information systems such as E-Natis, Trafman, and internal software programmes.
- Grievance procedure/code of conduct.
- Knowledge of reporting procedures and work environment.
- Knowledge of general office procedures, procurement and asset management.
- Knowledge of the South Africa Constitution.
- Knowledge of Batho Pele principles.
- Ability to present expert testimony in a Court of Law in relation to specialised cases such as fraud and corruption and major accident investigations.
- Sound knowledge of all other traffic related legislation.
- Vehicle inspections/ impoundment.
- Completion of law enforcement documents.
- Sound leadership, inter-personal, problem-solving and decision-making skills.
- Skills in the interpretation and application of policies/regulations/legislation.
- Research and policy formulation skills.
- Managerial and Leadership skills.
- Analytical and innovative thinking skills.
- Strategic planning and co-ordination skills.
- Team building and motivation skills.
- Excellent communication skills (verbal, written and networking).
- Project management presentation and facilitation skills.
- Ability to develop training material.
- Report writing skills.
- Planning, organising, controlling & monitoring skills.
- Service delivery skills.
- Innovation/continuous improvement skills.
- Initiative skills.
- The ideal candidate must be reliable, honest, responsible, friendly and be respectful to suggestions and ideas, believe in openness and transparency, innovative, creative and be a team worker.

KEY PERFORMANCE AREAS:

- Provincially Manage all vehicle registrations and licensing, in terms of technical applications.
- Manage the Physical Verification of the Provincial Fleet.

KEY PERFORMANCE AREAS CONTINUED:

- Ensure compliance with relevant legislation by the General Motor Industry, for example; MIB's (technical); Motor Dealers within the Province etc.
- Manage the Technical Compliance component, including the direct supervision, guidance and training through effective HR Management.

ENQUIRIES:

Mr SH Ntuli

Tel. No.: 033-395 1800

CLOSING DATE:

8 December 2022 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: DEPUTY DIRECTOR: MEDIA LIAISON (REF NO. DOT 346/2022)

CENTRE: **INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG**
(MEDIA LIAISON & PUBLIC RELATIONS DIRECTORATE)

SALARY: R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

NOTE: KINDLY NOTE THAT THIS IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY

REQUIREMENTS:

- An undergraduate qualification in Journalism / Marketing / Media Relations or any related field (NQF Level 6 or higher); plus
- A minimum of 3 years' Junior Management experience in a Communication, Media Relations, Journalism or Marketing environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Understanding of Public Service and Departmental policies, research, analysis, objective and development processes, project management and financial management.
- Broad and in-depth knowledge of managing media liaison.
- Knowledge of Media Liaison operations.
- Computer literacy.
- Knowledge of planning and organising
- Clear conceptual understanding of transformation (change management) and Affirmative Action.
- Ability to communicate at all levels to ensure effective flow of information across the board.
- Interpretation and application of policies, research and compilation of reports.
- Research, policy formulation and managerial skills.
- Problem solving and analytical thinking skills.
- Strategic planning and co-ordination skills.
- Team building skills.
- Excellent communication skills (verbal and written)
- Project management skills
- Presentation and facilitation skills
- Motivation and negotiation skills

KEY PERFORMANCE AREAS:

- Develop and implement effective communication media liaison strategies for the Department.
- Provide advice, guidance and assistance in respect of media liaison services.
- Represent the Department at meetings and forums.
- Compile the budget and manage personnel activities of the Sub-Directorate.
- Render general communication support duties to the MEC, HOD and other Senior Managers as and when required.

ENQUIRIES: Mr K Ncalane

Tel. No.: 033-355 0517

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: DEPUTY DIRECTOR: MECHANICAL (REF NO. DOT 347/2022)

CENTRE: REGIONAL OFFICE, DURBAN

SALARY: R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

NOTE: KINDLY NOTE THAT THIS IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY

REQUIREMENTS:

- An appropriate Bachelor's Degree or National Diploma (T/S/N-Stream) in the Mechanical Engineering discipline (NQF Level 6 or higher); plus
- A minimum of 3 years' junior management experience in the field of preventative maintenance and repairs of earthmoving equipment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- In depth knowledge of maintenance and repairs management of plant.
- A sound knowledge of Plant fleet management.
- A wide knowledge of oil analysis programme.
- Knowledge of Road Traffic and Transportation legislation, Dangerous Goods Regulations, Occupational Health and Safety Act (OHS), Environmental Conservation Act.
- Sound knowledge of Transport regulations (ENATIS).
- Sound knowledge of Public Finance Management Act (PFMA) and Practice Notes.
- Knowledge and understanding of Public Service legislations such as Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Employment Equity Act, Public Service Regulations.
- Numeric skills.
- Operating equipment skills.
- Good Communication skills (verbal and written).
- Basic language skills.
- Computer literacy (MS Windows based programmes and PJC computer programme).
- Project management skills.
- Financial Management skills.
- Training and mentorship skills.
- First Aid skills to attend to minor injuries.
- Ability to interpret and apply policies.
- Analytical, innovative, negotiating and problem - solving skills.
- Accurate diagnosis of defects.
- Accurate interpretation of oil analysis return.
- Management and leadership skills.
- Planning and organizing skills.
- Interpersonal skills.

KEY PERFORMANCE AREAS:

- Control and manage preventative maintenance and repair of plant, equipment and vehicles for the Region.
- Develop and control mechanical component business plan to ensure correct allocations and management of expenditure for the component.
- Manage and co-ordinate mechanical administrative functions of plan for the Region.
- Manage human resources in terms of prescribed policies and procedures.
- Maintain safe working environment for the component.
- Conduct contractual processes with companies intending to be on contract with the department for mechanical component.

ENQUIRIES: Mr T Khumalo

Tel. No.: 031-7002222

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: ENGINEER PRODUCTION GRADE A (REF. NO. DOT 348/2022)

CENTRE: REGIONAL OFFICE, LADYSMITH (ROAD/PAVEMENT & TRAFFIC ENGINEERING)

SALARY: R728 829 PER ANNUM (OSD) (SALARY DEPENDING ON EXPERIENCE)
(ALL INCLUSIVE FLEXIBLE REMUNERATION PACKAGE)

NOTE: KINDLY NOTE THAT THIS IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY

REQUIREMENTS:

- An engineering degree (BEng / BSc (Eng) - Civil; plus
- 3 (Three) years post qualification engineering experience; plus
- Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Programme and Project management knowledge.
- Engineering design and analysis knowledge.
- Knowledge of research and development.
- Knowledge of computer-aided engineering applications.
- Knowledge of legal compliance.
- Knowledge of technical report writing and networking.
- Knowledge of creating high performance culture.
- Knowledge of engineering and professional judgement.
- Decision-making, team leadership and analytical skills.
- Creativity, self-management and financial management skills.
- Customer focus and responsiveness skills.
- Communication, planning and organizing skills.
- Computer Literacy.
- Conflict and people management skills.
- Problem solving and analysis skills.
- Change management and innovation skills.
- The ideal candidate should be honest, decisive, analytical and reliable.

KEY PERFORMANCE AREAS:

- Design new systems to solve practical engineering challenges and improve efficiency and enhance safety.
- Human capital development.
- Office administration and budget planning.
- Research and development.

ENQUIRIES: Ms BNP Nogwanya

Tel. No.: 036-638 4400

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr C McDougall.

POST: ASSISTANT DIRECTOR: WOMEN EMPOWERMENT (REF. NO. DOT 349/2022)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(EMPOWERMENT PROGRAMMES DIRECTORATE)

SALARY: R393 711 PER ANNUM (SALARY LEVEL 09)

NOTE: KINDLY NOTE THAT THIS IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY

REQUIREMENTS:

- An undergraduate qualification in Gender Studies or Community Development or Social Science or Public Management (NQF level 6 or higher); plus
- A minimum of 3 years' supervisory experience in the field of Gender equality and Empowerment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Understanding of Public Service legislative prescripts,
- Understanding of South African constitution
- Knowledge of National Development Plan
- Understanding PFMA and Treasury Regulations.
- Knowledge of various administrative policies and procedures.
- Knowledge of computer-based information systems.
- Knowledge and experience in women empowerment and gender mainstreaming
- Knowledge of Gender Based Violence and femicide policies and strategies
- Understanding of the Commission for Gender Equity Act
- Knowledge of entrepreneurial and empowerment policies.
- Ability to interpret and apply policies and procedures.
- Analytical and innovative thinking skills.
- Planning and organizing skills.
- Business re-engineering and transformation, co-operative governance skills.
- Problem solving, decision making and negotiation skills.
- Management/supervisory skills (financial, human resources).
- Ability to interface with internal and external Stakeholders.
- Team building skills.
- Excellent communication skills (verbal, written).
- Presentation and facilitation skills.
- Report writing skills.
- The ideal candidate should be approachable, have a demonstrated interest in Gender Mainstreaming and empowerment and be creative, decisive and proactive. He/she should also have honesty and integrity, be reliable, accurate, a team player and believe in openness and transparency.

KEY PERFORMANCE AREAS:

- Advocate for gender mainstreaming, equity and women empowerment into all Departmental programmes.
- Contribute in the development of gender mainstreaming policies and frameworks.
- Compile and consolidate statistical reports as per requirements.
- Manage and review capacity building and empowerment programmes aimed at women.
- Monitor and evaluate gender mainstreaming within the Department and ensure compliance.
- Liaise with internal and external stakeholders to identify empowerment priorities and opportunities and linking beneficiaries with such opportunities.
- Conduct research and contribute in developing programmes aimed at empowering women.

ENQUIRIES: Ms L Mdletshe

Tel. No.: 033-355 8706

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ASSISTANT DIRECTOR: DEMAND MANAGEMENT (REF. NO. DOT 350/2022)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(SUPPLY CHAIN MANAGEMENT DIRECTORATE)

SALARY: R393 711 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in Supply Chain Management or Public Administration or Logistics field (NQF level 6 or higher); plus
- A minimum of 3 years' supervisory experience in a Supply Chain Management environment in the Public Service; plus
- A valid driver's licence (minimum Code B)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Provincial and National Treasury Notes and Regulations.
- Knowledge of SCM Practice Notes and Procedures.
- Knowledge of the Public Finance Management Act and Public Service Regulations.
- Knowledge of Project Management Principles and National and Provincial Practice Notes.
- Knowledge of the Labour Relations Act.
- Knowledge of the Employee Performance and Management Development System.
- Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act.
- Knowledge of Legislative Mandates.
- Knowledge of Management of Information Systems.
- Knowledge of National Development Plan and Skills Development Act.
- Knowledge of Provincial Growth and Development Plan and Public Service Act.
- Financial Management, Project Management and Project Planning skills.
- Report Writing, Presentation and Facilitation skills.
- Decision Making and Analytical skills.
- Computer skills (MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook).
- Time Management, Problem Solving and Leadership skills.
- Communication skills (Verbal and Written).
- Sound Facilitation and Training skills.
- Presentation skills.
- Ability to work under pressure and be willing to travel outside of working hours.
- Ability to operate manual transmission vehicle.
- The ideal candidate should be proactive, innovative, honest and have integrity. He/she should also be reliable, have commitment, be professional and punctual.

KEY PERFORMANCE AREAS:

- Develop the Annual Procurement Plan.
- Compile specifications and Manage Demand Management.
- Develop and implement the sourcing strategy.
- Administer client complaints and queries.
- Provide advice and guidance and input to Policy.
- Manage resources of the Division.

ENQUIRIES: Ms. N. Rwairwai

Tel. No.: 033-355 8662

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: VEHICLE TECHNICAL COMPLIANCE OFFICER (REF. NO. DOT 351/2022)

CENTRE: MOTOR TRANSPORT SERVICES, PIETERMARITZBURG

SALARY: R393 711 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3 years' relevant vehicle technical experience; plus
- Qualified and registered as a Grade A Examiner of Vehicles; plus
- Qualified and registered as a Traffic Officer; plus
- All valid relevant driving licenses (A and EC); plus
- Knowledge of e-NaTIS and applicable functions.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of relevant policy and legislation.
- Relevant mechanical knowledge.
- Knowledge of the Criminal Procedure Act 1977, Act 51 of 1977.
- Knowledge of the National Road Traffic Act, Act 93 of 1996.
- Knowledge of the South African Bureau of Standards codes of practice.
- Knowledge of reporting procedures.
- Mechanical and vehicle examination skills.
- Investigative skills.
- Planning and organizing skills.
- Good verbal and written communication skills.
- Competency in firearm handling.
- Use of machinery and equipment for testing and examining of vehicles.
- Interpretation of relevant legislation skills.
- Problem solving and negotiating skills.
- Computer literacy.
- Willing to travel and adapt to flexible working hours when need arises.
- The ideal candidate should be honest, reliable, courteous, innovative, a team player, independent, responsible and trustworthy.

KEY PERFORMANCE AREAS:

- Conduct vehicle inspections to ensure compliance with Road Traffic Legislation.
- Ensure compliance by the General Motor Industry, in terms of applicable legislation.
- Perform Special investigations / Projects to investigate alleged criminal activities, in terms of the Road Traffic Legislation, System applications, SANS and NRCS legislations and all applicable Acts, in conjunction with other Law Enforcement Agencies / Bodies.
- Perform all relevant administrative/clerical related duties.
- Conduct audits/inspections of the Provincial Vehicle Fleet.
- Represent the Department at meetings and court hearings.

ENQUIRIES: Mr N Goqo

Tel. No.: 033-395 1922

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: PRINCIPAL ROAD SAFETY OFFICER (08 POSTS)

CENTRE: **EMPANGENI (02 POSTS):**
ROAD SAFETY, VRYHEID (01 POST) (REF NO. DOT 352/2022)
ROAD SAFETY, ULUNDI (01 POST) (REF NO. DOT 353/2022)

DURBAN (03 POSTS):
ROAD SAFETY, KWADUKUZA (02 POSTS) (REF. NO. DOT 354/2022)
ROAD SAFETY, PORT SHEPSTONE (01 POST) (REF. NO. DOT 355/2022)

LADYSMITH (02 POSTS):
ROAD SAFETY, NEWCASTLE (02 POSTS) (REF. NO. DOT 356/2022)

INKOSI MHLABUNZIMA MAPHUMULO HOUSE (01 POST):
ROAD SAFETY DIRECTORATE (01 POST) (REF. NO. DOT 357/2022)

SALARY: R331 188 PER ANNUM (SALARY LEVEL 08)

REQUIREMENTS:

- An appropriate recognized Bachelor's Degree / National Diploma in Developmental Studies, Communication Studies or Road Safety and Traffic Management (NQF Level 6), plus
- A minimum of 3 years clerical / administration experience; plus
- A valid driver's licence (minimum Code B); plus
- Proficiency in Isizulu and English.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Project Management, Data Analysis and Programme Development.
- Knowledge of Public Service Regulations, policies and procedures.
- Computer Literacy.
- Analytical and innovative thinking skills.
- Report writing skills.
- Research Methodology skills.
- Ability to work independently.
- Excellent communication skills (written and verbal).
- Problem solving, negotiation and teaching skills.
- The ideal candidate should be responsible, conscientious, committed to community development, have good interpersonal relations, be receptive to ideas and suggestion and have the ability to communicate with people at all levels. He/She should also believe in openness and transparency, maintain a high level of professionalism, have honesty, integrity, reliability and accountability.

KEY PERFORMANCE AREAS:

- Implement Road Safety Programmes / Projects at community-based level through proper support and monitoring.
- Execute Departmental Road Safety related events in partnership with stakeholders.
- Actively engage in the development of the Road Safety annual performance plan and monitoring of the budget.
- Apply and interpret policies relevant to Road Safety programs.
- Promote public engagement around Road Safety.

ENQUIRIES: Ms M Pillay

Tel. No.: 033-355 8055

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: SUPPLY CHAIN CLERK (SUPERVISOR) (REF. NO. DOT 358/2022)

CENTRE: COST CENTRE PIETERMARITZBURG

SALARY: R269 214 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus
- A minimum of 3 years' experience in a Supply Chain Management environment; plus
- A valid drivers licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of the working environment.
- Job knowledge skills.
- Interpersonal relations skills.
- Computer skills (SCM systems).
- Planning and organizing skills.
- Language skills.
- Good verbal and writing communication skills.
- The ideal candidate should have flexibility and believe in teamwork.

KEY PERFORMANCE AREAS:

- Supervise and render asset management clerical services.
- Supervise and render demand and acquisition clerical services.
- Supervise and undertake logistical support services.
- Supervise human resources/staff.
- Handle Supply Chain Administration enquiries.

ENQUIRIES: Ms S Gumede

Tel. No.: 033-392 6600

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ADMINISTRATIVE CLERK (PRODUCTION): (ADMIN. SUPPORT) (03 POSTS)

CENTRE: AREA OFFICE IXOPO (02 POSTS) (REF. NO. DOT 359/2022)
AREA OFFICE KOKSTAD (01 POST) (REF. NO. DOT 360/2022)

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of office services duties/ practices as well as the ability to capture data.
- Basic knowledge and understanding of the legislative framework governing the Public Services.
- Basic knowledge of work procedures in terms of the working environment.
- Computer literacy – able to operate a computer and collect statistics.
- Ability to plan and organize work.
- Good verbal and written communication skills.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be committed to organizational goal, flexible and have good interpersonal relations.

KEY PERFORMANCE AREAS:

- Render general clerical services.
- Provide supply chain clerical support services within the component.
- Provide effective telecommunication services.
- Provide fleet services duties and ensure general upkeep and maintenance of grounds and provision of building support to ensure that they meet safety standards.

ENQUIRIES: Ms S Mlima

Tel. No.: 039-834 0500

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ADMINISTRATIVE CLERK (PRODUCTION): PROCUREMENT & PROVISIONING (04 POSTS)

CENTRE: REGIONAL OFFICE PIETERMARITZBURG (1 POST) (REF. NO. DOT 361/2022)
COST CENTRE, PIETERMARITZBURG (2 POSTS) REF. NO. DOT 362/2022)
COST CENTRE, IXOPO (1 POST) (REF. NO. DOT 363/2022)

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain management duties, practices as well as the ability to capture data.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of the working environment.
- Computer literacy – be able to operate a computer and collect statistics.
- Ability to plan and organize.
- Good verbal and written communication skills.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be committed to organizational goals, objectives/projects and programmes, flexible and have good interpersonal relations. He/she should also be responsible, punctual, conscientious, receptive to suggestions and ideas, loyal, honest, a team player, accurate, comply with the code of conduct and be neat and tidy.

KEY PERFORMANCE AREAS:

- Render asset management clerical services.
- Render demand and acquisition clerical support.
- Render logistical support services.
- Render Financial Accounting transactions.

ENQUIRIES: Regional Office PMBurg post – Mr SN Gumede Tel. No.: 033-392 6600
Cost Centre Pietermaritzburg posts – Ms CV Dlamini Tel. No.: 033-392 6600
Cost Centre Ixopo post – Ms S Mlima Tel. No.: 039-834 0500

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: HUMAN RESOURCE CLERK (PRODUCTION) (09 POSTS)

CENTRE: **EMPANGENI (05 POSTS)**
COST CENTRE, VRYHEID (02 POSTS) (REF.NO. DOT 370/2022)
COST CENTRE, ESHOWE (01 POST) (REF. NO. DOT 371/2022)
COST CENTRE, HLUHLUWE (02 POSTS) (REF. NO. DOT 372/2022)

LADYSMITH (03 POSTS)
COST CENTRE, ESTCOURT (03 POSTS) (REF. NO. DOT 364/2022)

DURBAN (01 POST)
COST CENTRE, METRO (01 POST) (REF. NO. DOT 373/2022)

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of PERSAL, MS Word, MS Excel, MS Access and E-mail.
- Knowledge of Human Resource Management policies, procedures, prescripts and regulations.
- Knowledge of channels of communication.
- Knowledge of filing system and National Archives Act 43 of 1996.
- Knowledge of record management and registry procedures.
- Organizational, decision making and problem-solving skills.
- Communication skills (verbal and written) – ability to communicate with various role players.
- Ability interpret directives, policies and regulations.
- Ability to prioritize work.
- Ability to file correctly.
- Ability to maintain strict level of confidentiality.
- The ideal candidate should be reliable, courteous, responsible, be an innovative thinker and teamwork orientated.

KEY PERFORMANCE AREAS:

- Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre.
- Render support and advisory service to the Cost Centre personnel in respect of general benefits, housing, leave, PILIR, EPMDS, rank and salary related matters and the capturing of PERSAL transactions.
- Provide a support service in respect of the control, custody and care of human resource records and archives.
- Provide administrative support and process all documentation required for exits from service for the Cost Centre.
- Perform all human resource related matters in respect of Zibambele Contractors which includes all Appointments, Terminations and Payments in respect of EPWP Contractors

ENQUIRIES:

| | |
|----------------------------------------------|------------------------|
| Cost Centre Vryheid posts - Mr SB Mkhwanazi | Tel. No.: 034-980 0401 |
| Cost Centre Eshowe post - Ms R Khaile | Tel. No.: 035-474 2031 |
| Cost Centre Hluhluwe posts - Ms CS Sibiya | Tel. No.: 035-562 0261 |
| Cost Centre Estcourt posts – Ms F Sikhakhane | Tel. No.: 036-352 3153 |
| Cost Centre Metro post – Ms N Chetty | Tel. No.: 031-469 8967 |

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: HUMAN RESOURCE CLERK (PRODUCTION) (2 POSTS)

CENTRE: REGIONAL OFFICE EMPANGENI (1 POST) (REF.NO. DOT 368/2022)
REGIONAL OFFICE DURBAN (1 POST) (REF.NO. DOT 369/2022)

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

NOTE: KINDLY NOTE THAT THE POST AT REGIONAL OFFICE EMPANGENI IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge and understanding of registry duties and practices.
- Ability to capture data.
- Knowledge of storage and retrieval procedures.
- Planning and organising skills.
- Good verbal and written communication skills.
- Computer Literacy (MS Word, MS Excel, MS Access and email).
- Ability to maintain strict level of confidentiality.
- The ideal candidate should be teamwork orientated, flexible, an innovative thinker, have initiative, be responsible and courteous.

KEY PERFORMANCE AREAS:

- Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Region / Cost Centre.
- Provide support services in respect of the control, custody and care of human resource records and archives.
- Render a support and advisory service to the Region / Cost Centre personnel in respect of general benefits, housing, leave, Performance Management and Development, rank and salary related matters and the capturing of PERSAL transactions.
- Provide administrative support and process all documentation required for PILIR and exits from service at the Region / Cost Centre.

ENQUIRIES: Post at Regional Office Empangeni - Ms GS Mabaso Tel. No.: 035-787 8386
Post at Regional Office Durban - Ms S Afrika Tel. No.: 031-700 2222

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: HUMAN RESOURCE CLERK (PRODUCTION) (03 POSTS) (REF. NO. DOT 365/2022)

CENTRE: COST CENTRE, IXOPO

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of working procedures in terms of working environment.
- Knowledge of Human Resources Management duties, practices as well as the ability to capture data, operate a computer and collect statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Good verbal and written communication skills.
- Ability to plan and organize.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be committed to organizational goals, flexible and have good interpersonal relations.

KEY PERFORMANCE AREAS:

- Recruitment and selection (Advertisement, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorption, probationary periods etc).
- Implement conditions of services (Leave, Housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR, etc).
- Implement Performance Management.
- Provide support services in respect of the control, custody and care of human resource records and archives.
- Termination of services.
- Attend to Human Resource administration enquiries.

ENQUIRIES: Ms S Mlima

Tel. No.: 039-834 0500

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES (REF. NO. DOT 366/2022)

CENTRE: COST CENTRE, VRYHEID

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Microsoft Office packages.
- Basic knowledge of Human Resource Management policies, procedures, prescripts and regulations.
- Basic knowledge of channels of communication.
- Knowledge of filing system and National Archives Acts 43 of 1996.
- Knowledge of record management and registry procedure.
- Organizational, decision making and problem-solving skills.
- Verbal and written communication skills and an ability to communicate with various role players.
- Ability to interpret directives, policies and regulations.
- Ability to prioritize work.
- Ability to maintain strict level of confidentiality.
- The ideal candidate should be reliable, courteous, responsible, an innovative thinker and be teamwork orientated.

KEY PERFORMANCE AREAS:

- Provide registry counter services.
- Handle incoming and outgoing correspondence.
- Render an effective filing and record management service.
- Operate office machines in relation to the registry function.
- Process documents for archiving and disposal.

ENQUIRIES: Mr SB Mkhwanazi

Tel. No.: 034-980 0401

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ADMINISTRATIVE CLERK (PRODUCTION) (3 POSTS): ADMIN. SUPPORT (REF. NO. DOT 367/2022)

CENTRE: AREA OFFICE, PONGOLA

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Microsoft office packages.
- Basic knowledge of Human Resource Management policies, procedures, prescripts and regulations.
- Basic knowledge of channels of communication.
- Basic knowledge of filing system and National Archives Act 43 of 1996.
- Basic knowledge of record management and registry procedure.
- Organizational, planning, decision making and problem-solving skills.
- Communication skills (verbal and written) - Ability to communicate with various role players.
- Ability to interpret directives, policies and regulations.
- Ability to prioritize work.
- Ability to maintain strict level of confidentiality.
- The ideal candidate should be reliable, courteous, responsible, an innovative thinker and be teamwork orientated.

KEY PERFORMANCE AREAS:

- Provide professional telecommunication and reception services for the Area Office.
- Ensure the control and availability of stationery and cleaning material.
- Render a support service in respect of human resource matters for Area Office personnel.
- Provide human resource related assistance in respect of Zibambele Contractors under the Area Office.
- Provide administrative support and general typing service.

ENQUIRIES: Mr SB Mkhwanazi

Tel. No.: 034-980 0401

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: ADMINISTRATIVE CLERK (PRODUCTION): PROCUREMENT AND PROVISIONING (03 POSTS)
(REF. NO. DOT 374/2022)

CENTRE: COST CENTRE ESHOWE

SALARY: R181 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate/ National Certificate (Vocational) NQF Level 4

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collect statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of the working environment.
- Knowledge of policies and procedures.
- Planning, organising and co-ordination skills.
- Computer Literacy.
- Good communication skills (verbal and written) – Ability to communicate with various role players.
- Problem solving and negotiation skills.
- Innovation and creativity skills.
- Numeracy and literacy skills.
- Ability to handle office equipment.
- The ideal candidate should be a team player, reliable, accept responsibility, and also be able to plan and execute quality work and have initiative.

KEY PERFORMANCE AREAS:

- Render asset management clerical support.
- Render demand and acquisition clerical support.
- Render logistical support services.
- Attend to queries and audit/ inspection.

ENQUIRIES: Ms R Khaile

Tel. No.: 035-474 2031

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.

POST: SUPPLY CHAIN CLERK (PRODUCTION): EXPENDITURE CONTROL & PROCUREMENT
(REF. NO. DOT 375/2022)

CENTRE: PROVINCIAL REGULATORY ENTITY, PIETERMARITZBURG

SALARY: R188 599 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collect statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of the working environment.
- Computer literacy.
- Planning and organization skills.
- Language skills.
- Good verbal and written communication skills.
- Basic numeracy skills.
- The ideal candidate should have job knowledge, good interpersonal relations, flexibility and be teamwork orientated.

KEY PERFORMANCE AREAS:

- Render asset management clerical support.
- Render demand management clerical support.
- Render acquisition management clerical support.
- Render logistical support services.

ENQUIRIES: Ms S Godlwana

Tel. No.: 033 – 355 0519

CLOSING DATE: 8 December 2022 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Ms H Masango.