



**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](http://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 Mr B Hornsby.**

(k) Closing date for applications is **17 January 2023 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**

MR R. AHMED  
DEPUTY DIRECTOR  
HUMAN RESOURCE ADMINISTRATION

03 January 2023  
DATE

**POST:** DEPUTY DIRECTOR: FLEET MANAGEMENT AND OFFICE SERVICES (REF. NO. DOT 01/2023)  
**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG,  
(CORPORATE SUPPORT SERVICES DIRECTORATE)  
**SALARY:** R766 584 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

**REQUIREMENTS:**

- An undergraduate qualification in a Public Management/Public Administration/Fleet Management field (NQF Level 6 or higher); plus
- A minimum of 3 years junior management experience in a fleet management and office services environment; plus
- A valid driver's licence (minimum Code B).

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of the Republic of South Africa's Constitution.
- Knowledge of the National Road Traffic Act and related Traffic Legislation.
- Knowledge of National and Provincial Fleet Management Policies and Procedures.
- Knowledge of Transversal Fleet Management Contracts.
- Knowledge of Public Service Act and Public Service Regulations.
- Knowledge of Departmental / Provincial Policies.
- Knowledge of the Labour Relations Act.
- Broad knowledge of Legislation, Policies and Practice Notes.
- Understanding of research and policy development processes.
- Understanding of all prescripts, practices and procedures.
- Knowledge of PFMA.
- Knowledge of SCM policy, practices, procedures and guidelines.
- Knowledge of Contract management.
- Knowledge of Promotion of Access to Information Act and Promotion of Administrative Justice Act.
- Knowledge of Service Delivery Frameworks.
- Knowledge of Employee Performance Management Development System.
- Knowledge of Treasury Directives/Regulations.
- Knowledge of Occupational Health and Safety Act.
- Knowledge of Employment Equity Act and Skills Development Act.
- Knowledge of Registry and Archive procedures as well as State Archive Act.
- Knowledge of computer software – Visiman Telephone Management System, Voicemail, Hardcat, BAS and PERSAL.
- Sound leadership, inter-personal and decision-making skills.
- Skills in the interpretation and application of policies / regulations / prescripts.
- Research and policy formulation skills.
- Managerial and leadership skills.
- Problem solving, conflict management, negotiation and change management 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.
- People management skills.
- Planning and organization skills.
- Financial management skills.
- Computer literacy – Microsoft Office (MS Word, MS Excel, MS Access, MS Powerpoint, MS Outlook and Internet).
- The ideal candidate should be self-disciplined and have the ability to work independently and under pressure, be time-frame driven, meticulous, maintain confidentiality, be reliable, proactive, show commitment, be professional, punctual, culturally sensitive, independent and have a demonstrated interest in facilities management and related fields. He/she should also be creative and innovative, have honesty and integrity, be receptive to suggestions and ideas, believe in openness and transparency, be a team leader with the ability to engender teamwork, be a total quality controller and a visionary, accurate, loyal, responsible, reliable, punctual and have a willingness to work overtime.

**KEY PERFORMANCE AREAS:**

- Manage the Departmental fleet (excluding mechanical fleet).
- Provide office services.
- Manage and administer the subsidized vehicle scheme.
- Develop policies and strategies aimed at improving service delivery in fleet management and office services.
- Manage resources of the Sub-Directorate.

**ENQUIRIES:**

Ms K. Gounder

Tel. No.: 033 355 0059

**CLOSING DATE:**

17 January 2023 (@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:** SENIOR PROVINCIAL INSPECTOR (5 POSTS)

**CENTRE:** **EMPANGENI:**  
RTI VRYHEID (2 POSTS) (REF. NO. DOT 02/2023)  
RTI ULUNDI (2 POSTS) (REF. NO. DOT 03/2023)  
RTI EMPANGENI (1 POST) (REF. NO. DOT 04/2023)

**SALARY:** R269 214 PER ANNUM (SALARY LEVEL 07)

**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:**

- A Senior Certificate; plus
- Basic Traffic Officer's Diploma; plus
- Registered as a Traffic Officer; plus
- A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus
- A valid driving licence (minimum code B); plus
- Applicants must possess no criminal record.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations.
- Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents.
- Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies.
- Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11.
- Knowledge of operational guidelines on law enforcement equipment.
- Records, resource and customer relationship management skills.
- Literacy skills (written and verbal communication skills in at least two of the provincial languages).
- Conflict resolution and driving skills.
- Negotiation, interpretation and legal evidential skills.
- Observation skills (moving violations/defects).
- Ability to work under pressure.
- Mentoring and coaching skills.

**KEY PERFORMANCE AREAS:**

- Management and supervision of subordinates (people management).
- Enforce Road Traffic, Public Passenger, Transport and other relevant legislation.
- Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testir Stations (VTS).
- Provide visible Traffic Control/Policing and promote/ensure crime prevention activities.
- Perform all administrative activities and related duties.
- Assess road conditions.
- Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.

**ENQUIRIES:** Mr ET Zulu

Tel. No. 035 787 1442

**CLOSING DATE:** 17 January 2023 (@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 Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.  
For the personal attention of Mr B Hornsby.

**POST:** ADMINISTRATIVE CLERK (PRODUCTION): SPECIALISED SUPPORT SERVICES (03 POSTS)  
**CENTRE:** TRAFFIC TRAINING COLLEGE, PIETERMARITZBURG (REF. NO. DOT 05/2023)  
**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 clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics.
- Knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of working procedures in terms of the working environment.
- Computer literacy.
- Planning and organization skills.
- Language skills.
- Good verbal and written communication skills.
- The ideal candidate should be honest, reliable, have integrity and good interpersonal relations. He/she should also be flexible and teamwork orientated.

**KEY PERFORMANCE AREAS:**

- Render general clerical support services.
- Provide supply chain clerical support services within the component.
- Provide personnel administration clerical support within the component.
- Provide financial administration support services in the component.

**ENQUIRIES:** Mrs N Mazibuko Tel. No.: 033 355 8071

**CLOSING DATE:** 17 January 2023 (@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 Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.  
For the personal attention of Mr B Hornsby.

**POST:** ADMINISTRATIVE CLERK (PRODUCTION): SUPPLY CHAIN MANAGEMENT AND PROCUREMENT SUPPORT (02 POSTS)

**CENTRE:** TRAFFIC TRAINING COLLEGE, PIETERMARITZBURG (REF. NO. DOT 06/2023)

**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 clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics.
- Knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of working procedures in terms of the working environment.
- Computer literacy.
- Planning and organization skills.
- Language skills.
- Good verbal and written communication skills.
- The ideal candidate should be honest, reliable, have integrity and good interpersonal relations. He/she should also be flexible and teamwork orientated.

**KEY PERFORMANCE AREAS:**

- Render general clerical support services.
- Provide supply chain clerical support services within the component.
- Provide personnel administration clerical support within the component.
- Provide financial administration support services in the component.

**ENQUIRIES:** Mrs N Mazibuko Tel. No.: 033 355 8071

**CLOSING DATE:** 17 January 2023 (@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 B Hornsby.

**POST:** ADMINISTRATIVE CLERK (PRODUCTION): REVENUE AND DEBT CONTROL (03 POSTS)  
**CENTRE:** ROAD TRAFFIC INSPECTORATE, HEAD OFFICE (REF. NO. DOT 07/2023)  
**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 applicable legislation, policy prescripts and practices such as the Public Finance Management Act (Act 1 of 1999), the National Road Traffic Act (Act 93 of 1996) and relevant Treasury Regulations.
- Knowledge of eNaTIS relating to appropriate revenue/audit functions.
- Ability to interpret and apply policy.
- Problem solving skills.
- Good verbal and written communication skills.
- Computer literacy.
- The ideal candidate should have the ability to work independently and under pressure, be honest, reliable and have the willingness to work as part of a team. He/she should also be diligent, have organizational skills and be dedicated.

**KEY PERFORMANCE AREAS:**

- Reconciliate Provincial revenue on a daily and monthly basis and the continual monitoring of debts.
- Reconciliate Driving Licence Card Account (DLCA) levies on a daily and monthly basis for the Province, for the purpose of monthly pay-over to the Drivers Licence Card Entity.
- Verify and update deposit slips from all Driving Licence Testing Centre's (DLTC's), Traffic Camera Office, Driving Licence Administration Section, Magistrate Courts, or any other platform the Department introduces, in respect of revenue banked daily.
- Verify and update EFT payments received from the Driving Licence Testing Centre's (DLTC's), Traffic Camera Office, Driving Licence Administration Section, Magistrate Courts, or any other platform the Department introduces.
- Correspond verbally and in writing with all stake holders in respect of revenue collection discrepancies and outstanding documents.

**ENQUIRIES:** Mrs J Harry Tel. No.: 033 355 0421

**CLOSING DATE:** 17 January 2023 (@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 Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.  
For the personal attention of Mr B Hornsby.

**POST:** FINANCE CLERK (PRODUCTION): BUDGET MANAGEMENT (02 POSTS)  
(REF. NO. DOT 08/2023)

**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG  
(TRANSPORT INFRASTRUCTURE AND DISTRICT SERVICES)

**SALARY:** R176 310 PER ANNUM (SALARY LEVEL 05)

**REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Basic knowledge of financial functions, practices as well as the ability to capture data, operate and collate financial statistics.
- Basic knowledge of legislation, policies, and processes pertaining to the Public Sector (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual, Treasury Regulations).
- Basic knowledge of financial operating systems (BAS).
- Computer operating skills.
- Planning and organization skills.
- Good verbal and written communication skills.
- Ability to learn, understand and apply.
- Accounting skills.
- Interpersonal skills.
- The ideal candidate should be committed to organizational goals, have honesty and integrity and be teamwork orientated. He/she should also have the ability to work under pressure, be reliable and believe in openness and transparency.

**KEY PERFORMANCE AREAS:**

- Render financial accounting transactions.
- Render financial assistance to the Directorate.
- Perform voucher control support services.
- Render general clerical support services.

**ENQUIRIES:** Ms SNP Buthelezi Tel. No.: 033 355 0568

**CLOSING DATE:** 17 January 2023 (@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 B Hornsby.



**POST:** DRIVER/ MESSENGER (19 POSTS)

**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE (03 POSTS)  
REGISTRY SERVICES (03 POSTS)

(REF. NO. DOT 09/2023)

PIETERMARITZBURG REGION (03 POSTS)  
REGIONAL OFFICE, PIETERMARITZBURG (01 POST)  
ROAD TRAFFIC INSPECTORATE, IXOPO (01 POST)  
SIGNS TEAM, UMZIKHULU (01 POST)

(REF. NO. DOT 10/2023)

(REF. NO. DOT 11/2023)

(REF. NO. DOT 12/2023)

DURBAN REGION (04 POSTS)  
COST CENTRE, PORT SHEPSTONE (01 POST)  
COST CENTRE, KWA DUKUZA (1 POSTS)  
COST CENTRE, METRO (02 POSTS)

(REF. NO. DOT 13/2023)

(REF. NO. DOT 14/2023)

(REF. NO. DOT 15/2023)

LADYSMITH REGION (04 POSTS)  
REGIONAL OFFICE, LADYSMITH (01 POST)  
COST CENTRE, NEWCASTLE (01 POST)  
ROAD TRAFFIC INSPECTORATE, LADYSMITH (01 POST)  
ROAD TRAFFIC INSPECTORATE, GREYTOWN (01 POST)

(REF. NO. DOT 16/2023)

(REF. NO. DOT 17/2023)

(REF. NO. DOT 18/2023)

(REF. NO. DOT 19/2023)

EMPANGENI REGION (05 POST)  
COST CENTRE, ESHOWE (01 POST)  
ROAD TRAFFIC INSPECTORATE, MTUBATUBA (01 POST)  
ROAD TRAFFIC INSPECTORATE, ULUNDI (01 POST)  
ROAD TRAFFIC INSPECTORATE, JOZINI (01 POST)  
ROAD TRAFFIC INSPECTORATE, EMPANGENI (01 POST)

(REF. NO. DOT 20/2023)

(REF. NO. DOT 21/2023)

(REF. NO. DOT 22/2023)

(REF. NO. DOT 23/2023)

(REF. NO. DOT 24/2023)

**SALARY:** R151 884 PER ANNUM (SALARY LEVEL 4)

#### **REQUIREMENTS**

- Grade 10 or 7-12 - months driver/messenger experience; plus
- Valid driver's licence (minimum code B).

#### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre).
- Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what are the requirements for the storage of the vehicle.
- Knowledge of city(ies) in which the functions will be performed.
- Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
- Communication skills (verbal and writing).
- Negotiation and problem-solving skills.
- Organizing and planning skills.
- Innovative and creative skills.
- Ability to interpret and apply instructions.
- Basic literacy skills.
- Openness and transparency skills.
- The ideal candidate should be able to work as part of a team, must have a good interpersonal relation, punctual, reliable, flexible, ability to work under pressure. She/he must also be honest, have integrity, be receptive to ideas and suggestions, trustworthy, loyal, accountable, responsible, friendly, courteous, diplomatic, open minded and independent.

#### **KEY PERFORMANCE AREAS**

- Drive light and medium motor vehicles to transport passengers and deliver other items (mail and/or documents).
- Routine maintenance on the allocated vehicle and report defects timeously.
- Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.
- Render a clerical support/messenger service in the relevant office, this would, inter alia, entail the following:
  - (i) Collect and deliver documentation and related items in the Department.
  - (ii) Copy and fax documents.
  - (iii) Assist in the registry component as and when required.

**ENQUIRIES:**

Mr MMM Magubane	(Inkosi Mhlabunzima Maphumulo House)	Tel No.: 035 787 1442
Ms G Hlabisa	(Pietermaritzburg Region)	Tel No.: 033 392 6600
Mr P Parmanand	(RTI, Pietermaritzburg)	Tel No.: 033 342 3939
Ms S Afrika	(Durban Region)	Tel No.: 031 700 2222
Mr P Ishwarduth	(Ladysmith Region)	Tel No.: 036 638 4400
Mr J Mazibuko	(RTI, Ladysmith)	Tel No.: 036 638 4400
Ms S Hlela	(Empangeni Region)	Tel No.: 035 787 1442
Mr ET Zulu	(RTI, Empangeni)	Tel No.: 035 787 1442

**CLOSING DATE:**

17 January 2023 (@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 B Hornsby.