



transport

Department:
Transport
Province of KwaZulu-Natal

DIRECTORATE:

Private Bag X9043, PIETERMARITZBURG, 3200
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200
Tel: 033 355 0443

Human Resource Practices
Enquiries: Ms H Masango

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:

- **Originally** 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 **09 June 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

MS N.S. DLAMINI
ACTING DIRECTOR
HUMAN RESOURCE PRACTICES

DATE

POST: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT & JOB EVALUATION (REF. NO. DOT 61/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ORGANISATIONAL DEVELOPMENT SERVICES DIRECTORATE)

SALARY: R811 560 PER ANNUM (SALARY LEVEL 11) (ALL INCLUSIVE REMUNERATION PACKAGE)

REQUIREMENTS:

- An undergraduate qualification in Organisational Design / Work Study / Production Management / Operations Management / Management Services (NQF Level 6) coupled with a Job Evaluation Certificate; plus
- A minimum of 3 years junior management experience in the field of work study / organisation development; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Working knowledge of Public Sector.
- Knowledge of Integrated Service Delivery Model.
- Knowledge of Public Service Regulations 2016 as amended.
- Knowledge of Public Service Act of 1994.
- Knowledge of the Constitution, Batho-Pele principles and Codes of Conduct.
- Knowledge of Human Resource Practices.
- Knowledge of Job Evaluation Analysis.
- Knowledge of Labour Relations Act and relevant Regulations.
- Good written and verbal communication skills.
- Computer literacy.
- Interpersonal relations and networking skills.
- Driving, time management and interviewing skills.
- Research, presentation and project planning skills.
- Influencing and analytical skills.
- Innovative and creative thinking skills.
- Organizing, financial management and facilitating skills.
- The ideal candidate should be service and process oriented, decisive and have integrity. He/she should have a willingness to travel and learn, be well disposed to people and maintain confidentiality.

KEY PERFORMANCE AREAS:

- Manage organizational design and development process.
- Facilitate the development and implementation of business process re-engineering.
- Co-ordinate job evaluation processes.
- Manage and facilitate the development of job descriptions.
- Develop policies and strategies aimed at improving service delivery.
- Manage the resources of the component.

ENQUIRIES: Mr S Ngcobo

Tel. No.: 033 - 355 0033/8640

CLOSING DATE: 09 June 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: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY: IT TECHNICAL & OPERATIONS SUPPORT
(REF NO. DOT 62/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE)

SALARY: R811 560 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE) (SALARY LEVEL 11)

REQUIREMENTS:

- An undergraduate qualification in an IT / Computer Science field (NQF Level 6 or higher); plus
- A minimum of 3 years' junior management experience in an IT and administrative environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Service Act/ Regulations, Skills Development policies and strategies.
- Knowledge of planning legislation-National and Provincial.
- Knowledge of Departmental Policies.
- Broad knowledge of IT legislation, Policies and Practices.
- Understanding of IT practices in the Public Service,
- Knowledge of public Service reporting procedures and work environment.
- Knowledge of Labour Relations Act.
- Understanding of research and policy development processes.
- Knowledge of research and gathering of information.
- Knowledge of interpretation of legislation, policies and statistics.
- Knowledge of Computer based information systems.
- Understanding of policy research, analysis and developmental processes.
- Understanding of all prescripts, practices and procedures.
- Skills in the interpretation and application of policy.
- Research, policy formulation and managerial skills.
- 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 be able to accept responsibility and be reliable and team work orientated. He/she should have the ability to take initiative and be able to work under pressure, be loyal, honest and be able to work outside the office environment and to travel.

KEY PERFORMANCE AREAS:

- Manage the Departmental Information Technology developments / applications / services and ensure that these are in line with management plans and business processes of the Department.
- Provide input in the drafting of service level agreements and ensure compliance thereof.
- Conduct research into maintenance of existing technologies, availabilities, needs and demands of new technology and advise on trends in the information technology arena regarding latest developments.
- Manage the resources of the component.

ENQUIRIES: Mr N Ndamane Tel. No.: 033 - 355 8718/8834

CLOSING DATE: 09 June 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: CONTROL ENGINEERING TECHNICIAN GRADE A: MECHANICAL (REF NO. DOT 63/2023)

CENTRE: TECHNOLOGY TRANSFER CENTRE, INKOSI MHLABUNZIMA MAPHUMULO HOUSE

SALARY: COMMENICING SALARY: R499 275 PER ANNUM (OSD)

REQUIREMENTS:

- A National Diploma in Engineering (Mechanical), plus
- 6 (Six) years post qualification technical experience in a mechanical design/ maintenance environment; plus
- Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Project management knowledge.
- Technical design and analysis knowledge.
- Knowledge of research and development.
- Knowledge of computer-aided engineering applications.
- Knowledge of legal compliance.
- Knowledge of technical report writing.
- Knowledge of technical consulting.
- Problem solving analysis skills.
- Decision making skills.
- Teamwork skills.
- Creativity skills.
- Customer focus and responsiveness skills.
- Communication skills.
- Computer skills.
- People management skills.
- Planning and organizing skills.
- Mentorship and coaching skills.
- Change management skills.
- The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest and have integrity. He/She should be open, transparent, reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

KEY PERFORMANCE AREAS:

- Manage Technical services.
- Manage Administrative and Related Functions.
- Research and Development.

ENQUIRIES: Ms S Mngomezulu

Tel. No.: 033 - 355 8609

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: BUSINESS ANALYST (REF NO. DOT 64/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 9)

REQUIREMENTS:

- An undergraduate qualification in an IT field (NQF Level 6); plus
- A minimum of 3 years' supervisory experience in an Information Technology environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee Performance Management & Development System, Project Management principles, Promotion of Access to Information Act, Skills Development Act, SITA Act, Computer Operating System, Human Resource prescripts, Treasury Regulations, Occupational Health and Safety Act.
- Language, listening and presentation skills.
- Analytical thinking skills.
- Interpersonal relations skills.
- Computer literacy.
- Strategic planning skills.
- Research, organising and leadership skills.
- Time management and report writing skills.
- Problem solving and decision-making skills.
- Communication and conflict management and change management skills.
- Self-disciplined and be able to work under pressure with minimum supervision.
- Project management, project planning and people management skills.
- Relationship management and facilitation skills.
- Risk management skills.
- The ideal candidate should be innovative, independent and time frame driven. He/she should be meticulous, able to maintain confidentiality, be proactive, honest and have integrity. Must also be reliable, patient, have commitment, be professional, culturally sensitive, have perseverance, be punctual and be able to work under pressure.

KEY PERFORMANCE AREAS:

- Develop document system solutions in consultation with relevant directorates.
- Coordinate the implementation of the relevant and required Business Information (BI) tools with most appropriate support of the information requirements.
- Identify information processes and requirements within the Department and align them with departmental data.
- Provide advice, guidance and input to policy.
- Manage resources of the Division.

ENQUIRIES: Mr B Cele Tel. No.: 033 - 355 0067

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY: IT SECURITY (REF NO. DOT 65/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

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 an IT field (NQF Level 6); plus
- A minimum of 3 years' supervisory experience in an Information Technology services environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of SITA Act & Regulations.
- Knowledge of PFMA and budgetary procedures.
- Knowledge of HR policies, practices and procedures.
- Knowledge of Practice Notes and Treasury Regulations.
- Knowledge of Computer Hardware and Software.
- Knowledge of Policy Development.
- Knowledge of Security Awareness.
- Knowledge of Internal Risk Assessments.
- Knowledge of Risk Remediation Support.
- Knowledge of secure SDLC.
- Knowledge of record retention schedule management.
- Knowledge of threat protection & monitoring.
- Knowledge of incident response.
- Knowledge of computer forensics.
- Knowledge of vulnerability management.
- Good written and verbal communication skills.
- Report writing skills.
- Computer literacy.
- Supervisory skills.
- Problem solving and decision-making skills.
- Ability to formulate and implement policy.
- Thorough familiarity with word processing, spreadsheet and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Excellent critical and creative thinking and analytical skills.
- Experience in program administration, operating procedures, oversight and monitoring.
- Research skills.
- Leadership skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- The ideal candidate should be able to accept responsibility and be reliable. He/she should have the ability to take the initiative, be loyal, honest, able to work outside the office environment and be flexible to travel.

KEY PERFORMANCE AREAS:

- Manage IT Security Risks.
- Research, formulate and communicate latest IT Security best practices, campaigns, IT policies and procedures.
- Co-ordinate IT Security systems management and provide statistical information and related reports.
- Manage resources of the Section.

ENQUIRIES: Mr N Ndamane

Tel. No.: 033 - 355 8718/8834

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT (REF NO. DOT 66/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in an IT field (NQF Level 6); plus
- A minimum of 3 years' supervisory experience in an Information Technology environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Republic of South Africa Constitution, Public Service Act and Public Service Regulations.
- Knowledge of Basic Conditions of Employment Act, Human Resource prescripts, Employee Performance Management and Development System and Labour Relations Act.
- Knowledge of Active Directory and MS Exchange.
- Knowledge of Microsoft Windows operating system.
- Knowledge of Project Management.
- Knowledge of Information Technology policies and standards.
- Knowledge of Contract Management.
- Knowledge of Antivirus.
- Knowledge of Virtual environment.
- Knowledge of Server Infrastructure Management.
- Knowledge of Information Technology Audit and Governance.
- Knowledge of Procurement processes.
- Knowledge of computer system analysis.
- Knowledge of system administration.
- Knowledge in the compilation of management reports.
- Knowledge of computer software and hardware.
- Knowledge of computer operating system.
- Knowledge of National Intelligence Agency IT guidelines.
- Knowledge of Occupational Health and Safety Act, SITA Act and Promotion of Access to Information Act.
- Knowledge of Promotion of Equality and Prevention of Unfair Discrimination.
- Knowledge of any other relevant Acts / legislative Mandates.
- Problem solving, decision making, conflict and change management skills.
- Interpersonal relations, analytical thinking and training skills.
- Strategic planning, budgeting and facilitation skills.
- Language, listening and presentation skills.
- Organising, research and leadership skills.
- Self discipline, time management and report writing management skills.
- Good communication (verbal and written) skills.
- Project, people and relationship management skills.
- The ideal candidate should have the ability to work under pressure, independently, willing to learn new technologies and have the ability to communicate at all levels. He/she must be creative, a team player, trustworthy, assertive, hard working self-motivated, innovative, time frame driven, meticulous, able to maintain confidentiality, be proactive, honest, have integrity, reliable, patient, show commitment, be professional, culturally sensitive, have perseverance and be punctual.

KEY PERFORMANCE AREAS:

- Facilitate the development and implementation of digital strategy project plan and schedule.
- Monitor project progress to ensure that it is progressing as planned.
- Ensure project management administration.
- Manage resources of the Section.

ENQUIRIES: Mr N Ndamane

Tel. No.: 033 - 355 8718/8834

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: OFFICIAL VEHICLES (REF. NO. DOT 67/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(CORPORATE SUPPORT SERVICES DIRECTORATE)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

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 Public Management / Fleet Management / Transportation Management (NQF level 6 or higher); plus
- A minimum of 3 years' supervisory experience in Fleet Management; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Departmental Policies and Procedures.
- Knowledge of the Republic of South Africa Constitution.
- Knowledge of the Public Service Act and Regulations.
- Knowledge of the Public Finance Management Act and Treasury Regulations.
- Knowledge of the Labour Relations Act.
- Knowledge of the National Road Traffic Act and related traffic legislation.
- Knowledge of the National and Provincial Fleet Management policies and procedures.
- Knowledge of the Transversal Fleet Management Contracts.
- Knowledge of Employee Performance and Management System.
- Knowledge of Supply Chain Management Practices and procedures.
- Knowledge of the Promotion of Access to Information Act.
- Knowledge of Service Delivery frameworks.
- Knowledge of the Promotion of Administrative Justice Act.
- Knowledge of the Skills Development Act, Occupational Health and Safety Act, Employment Equity Act and any other relevant Acts / Legislative Mandates.
- Language, listening and presentations skills.
- Analytical thinking and interpersonal relations skills.
- Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook, Hardcat).
- Organizational and research skills.
- Analytical, leadership and financial management skills.
- Time management, report writing and problem-solving skills.
- Good communication skills (verbal and written).
- Conflict and change management skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- Project and people management skills.
- Decision making and facilitation skills.
- The ideal candidate should be innovative/creative, independent, timeframe driven, meticulous, proactive, honest, reliable, patient and have integrity and the ability to maintain confidentiality. He/she should also be committed, professional, culturally sensitive, punctual, loyal, responsible and punctual.

KEY PERFORMANCE AREAS:

- Ensure the acquisition, utilization, maintenance and disposal of state-owned vehicles.
- Manage the registration and licenses of state-owned vehicles as well as traffic infringement notices and deal with vehicle abuse.
- Maintain the vehicles asset register for state-owned vehicles and facilitate the reconciliation of monthly costs for state-owned vehicles.
- Provide advice and guidance and input to policy.
- Provide staff supervision.

ENQUIRIES: Mrs U Devar

Tel. No.: 033 - 355 0486

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: CORPORATE SUPPORT SERVICES (02 POSTS)

CENTRE: LADYSMITH REGION:
COST CENTRE, NEWCASTLE (REF NO. DOT 68/2023)
COST CENTRE, ESTCOURT (REF NO. DOT 69/2023)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in an Administrative field (NQF Level 6); plus
- A minimum of 3 years supervisory experience within an Administrative environment; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of Public Finance Management Act, financial regulations and relevant Practice Notes.
- Knowledge of Delegations of Authority.
- Knowledge of HR budget.
- Knowledge of departmental reporting structures.
- Knowledge of service delivery programmes – MDWT.
- Knowledge of Labour Relations and disciplinary procedures.
- Knowledge of Public Service prescripts and systems.
- Knowledge of legislation processes and procedures pertaining to public sector.
- Ability to interpret legislation / policies / contracts.
- Ability to plan and organise.
- Ability to make decisions.
- Ability to delegate work.
- Ability to work under pressure and to meet deadlines.
- Good interpersonal relations skills.
- Computer literacy.
- Good verbal and written communication skills.
- Problem solving skills.
- The ideal candidate should be committed to organisational objectives / projects and programmes and have self-discipline. He / she must be responsible, team work orientated and a team player, conscientious, loyal, honest, have the ability to work under pressure, receptive to suggestions and ideas, be policy development and improvement orientated, have leadership ability and believe in openness and transparency.

KEY PERFORMANCE AREAS:

- Manage and control the administration, finance and costing functions of the Cost Centre and the Area Offices within the District Council.
- Manage, control and provide registry, office and security services within the Cost Centre and Area Offices in the District Council.
- Manage and control the personnel function and provide HR support services for the Cost Centre and Area Offices within the District Council.
- Manage human resources.

ENQUIRIES: Ms N Sibiya (Cost Centre, Newcastle) Tel. No.: 034 - 312 3017/3942
Mr T Sithomo (Cost Centre, Estcourt) Tel. No.: 036 - 352 3153

CLOSING DATE: 09 June 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: ASSISTANT DIRECTOR: JOB DESCRIPTIONS AND JOB PROFILING (REF. NO. DOT 70/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ORGANISATIONAL DEVELOPMENT SERVICES DIRECTORATE)

SALARY: R424 104 (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in Organizational Design / Work Study / Production Management / Operations Management / Management Services (NQF Level 6); plus
- A minimum of 3 years' experience in job analysis and job profiling; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of job description and job profiling processes.
- Knowledge on compilation of job descriptions.
- Knowledge of Public Service and relevant policies and procedures.
- Knowledge of the Public Service prescripts (e.g. Public Service Act, Public Service Regulations, etc).
- Analytical thinking skills.
- Organising and presentation skills.
- Computer literacy.
- Good communication skills (verbal and written).
- Planning, interviewing and problem-solving skills.
- The ideal candidate should have the ability to produce accurate work and be creative, logical and an analytical thinker. He/she should have a sense of responsibility and self-control, have the ability to work in a team, have integrity and the ability to judge results and circumstances objectively and maintain confidentiality.
- *Currently there is no job evaluation system in the Public Service. Once the system has been acquired, the candidate/s will be required to attend a job evaluation training.*

KEY PERFORMANCE AREAS:

- Provide guidance and assistance to stakeholders on the development of job descriptions.
- Conduct workshops/ training on the development of job descriptions and job profiling.
- Co-ordinate task teams in the development of generic job descriptions.
- Research and analyze trends on benchmarks within government in respect of job description and job profiling.

ENQUIRIES: Mr S Ngcobo

Tel. No.: 033 - 355 0033/8640

CLOSING DATE: 09 June 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: CHIEF ORGANISATIONAL DEVELOPMENT/WORK STUDY ANALYST (03 POSTS) (REF. NO. DOT 71/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ORGANISATIONAL DEVELOPMENT SERVICES DIRECTORATE)

SALARY: R424 104 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS:

- An undergraduate qualification in Organisational Design / Work Study / Production Management / Operations Management / Management Services (NQF Level 6); plus
- A minimum of 3 years' experience in a work study and job evaluation environment; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the Republic of South Africa Constitution.
- Working knowledge of Public Sector.
- Knowledge of Public Service Regulations 2016 as amended and Public Service Act 1994.
- Knowledge of Employee Performance Management and Development System.
- Knowledge of Labour Relations Act.
- Knowledge of Batho-Pele principles and Codes of Conduct.
- Knowledge of Human Resource Practices.
- Knowledge of Job Evaluation Analysis.
- Knowledge of norms and standards, compilation of job descriptions and office administration services.
- Knowledge of Organisational Design principles
- Evaluate system and business process engineering.
- Good written and verbal communication skills.
- Computer literacy (EQUATE, EVALUATE, MS Word, Excel, Visio and Power Point).
- Interpersonal relations and networking skills.
- Driving, time management and report writing skills.
- Conflict resolution, project management and decision-making skills.
- Interviewing, research and presentation skills.
- Language, listening and project planning skills.
- Influencing and analytical skills.
- Innovative and creative thinking skills.
- Organizing and financial management skills.
- Facilitating, policy analysis and development skills.
- The ideal candidate should be service and process oriented, have integrity, be independent, reliable and professional. He/she should also be proactive, decisive, have a willingness to travel and learn, be well disposed to people and believe in confidentiality.
- *Currently, there is no job evaluation system in the Public Service. Once the system has been acquired, the candidate/s will be required to attend a job evaluation training.*

KEY PERFORMANCE AREAS:

- Conduct investigation on organizational structures and post establishment and make recommendations.
- Conduct job evaluation in the Department.
- Provide technical advice on the development of job descriptions.
- Provide Business Processes Re-engineering services.
- Provide staff supervision.

ENQUIRIES: Mr S Ngcobo Tel. No.: 033 - 355 0033/8640

CLOSING DATE: 09 June 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: ADMINISTRATION CLEK (SUPERVISOR): INFORMATION TECHNOLOGY; SOFTWARE & GENERAL SUPPORT (REF. NO. DOT 72/2023)

CENTRE: INKOSI UMHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG (INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE).

SALARY: R294 321 (SALARY LEVEL 07)

POST REQUIREMENTS:

- A Senior Certificate/National Certificate (Vocational) NQF level 4; plus
- A minimum of 3 years' experience in an IT/Admin environment, plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of SITA Act and Regulations.
- Knowledge of PFMA and budgetary procedures.
- Knowledge of HR policies, practices and procedures.
- Knowledge of Practice Notes and Treasury Regulations.
- Knowledge of Computer Hardware and Software.
- Good verbal and written communication skills.
- Report writing skills.
- Computer literacy.
- Supervisory skills.
- Problem solving and decision-making skills.
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, troubleshoot, and to meet short- and long-term deadlines.
- Excellent critical and creative thinking and analytical skills.
- Experience in programme administration, operating procedures, oversight and monitoring.
- Ability to work with database applications.
- Analytical thinking skills.
- Interpersonal relations skills.
- Leadership skills.
- Time management.
- Self-disciplined and able to work under pressure with minimum supervision.
- The ideal candidate should be able to accept responsibility and be reliable. He/she should have ability to take the initiative and be able to work under pressure, be loyal, honest and be able to work outside the office environment and flexible to travel.

KEY PERFORMANCE AREAS:

- Manage Licenses and Software Assets Register.
- Develop Specification for Licenses, Maintenance and support of Business systems.
- Render administrative support function for the system administrator.
- Supervision of staff and maintenance of equipment within the section.

ENQUIRIES: Mr B Cele Tel. No.: 033 - 355 0067

CLOSING DATE: 09 June 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: ADMINISTRATION CLERK (SUPERVISOR): INFORMATION TECHNOLOGY: IT TECHNICAL SUPPORT
(REF NO. DOT 73/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE)

SALARY: R294 321 PER ANNUM (SALARY LEVEL 7)

REQUIREMENTS:

- A Senior Certificate/National Certificate (Vocational) NQF level 4; plus
- A minimum of 3 years' experience in an IT/Admin environment, plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of SITA Act & Regulations.
- Knowledge of PFMA and budgetary procedures.
- Knowledge of HR Policies, practices and procedures.
- Knowledge of Practice Notes and Treasury Regulations.
- Knowledge of Computer Hardware and Software.
- Ability to conduct research into a wide range of computing issues as required.
- Ability to absorb and retain information quickly.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed.
- Proven analytical and problem-solving abilities.
- Exceptional customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Good written and verbal communication skills.
- Report writing skills.
- Computer literacy.
- Supervisory skills.
- Problem solving and decision-making skills.
- Experience with desktop operating systems.
- Extensive application support experience.
- Working knowledge of a range of diagnostic utilities.
- Good understanding of the organisation's goals and objectives.
- Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
- Strong documentation skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- The ideal candidate should be able to accept responsibility and be reliable. He/she should have the ability to take the initiative and be able to work under pressure, must be loyal, honest, able to work outside the office environment and have the ability to travel.

KEY PERFORMANCE AREAS:

- Monitor and maintain the computer systems and networks within the Department.
- Manage the Departmental Information Technology developments / applications / services and ensure that these are in line with management plans and business processes of the Department.
- Conduct research into maintenance of existing technologies, availabilities, needs and demands of new technology and advise on trends in the information technology arena regarding latest developments.
- Manage resources of the section.

ENQUIRIES: Mr B Cele Tel. No.: 033 - 355 0067

CLOSING DATE: 09 June 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 (SUPERVISOR): OFFICE SERVICES (REF. NO. DOT 74/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(CORPORATE SUPPORT SERVICES DIRECTORATE)

SALARY: R294 321 PER ANNUM (SALARY LEVEL 7)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3 years' experience performing duties related to building maintenance; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of computer-based programs e.g. MS Word, MS Excel, Internet and MS Outlook.
- Knowledge of work-related procedures.
- Finance knowledge.
- Knowledge of reporting procedures.
- Knowledge of Head Office precinct.
- Knowledge of planning and organizing.
- Knowledge of building maintenance and repairs.
- Knowledge of identifying problems and provide solutions.
- Knowledge of monitoring water back-up system, generator back-up system and air conditioning system.
- Problem solving skills.
- Asset management skills.
- Basic research skills.
- Good interpersonal relations skills.
- People and project management skills.
- Customer care services skills.
- Good communication skills (verbal and written).
- The ideal candidate should be responsible, attentive, courteous, friendly, flexible and keen. He/she should also be an innovative thinker, reliable and punctual.

KEY PERFORMANCE AREAS:

- Ensure maintenance of buildings.
- Attend to complaints and faults reported by staff.
- Deal with Asset Management.
- Monitor compliance to policies related to health and safety issues.
- Supervision and training of staff.

ENQUIRIES: Mrs S Simelane

Tel. No.: 033 - 355 8627

CLOSING DATE: 09 June 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: JOB EVALUATION ANALYST (REF. NO. DOT 75/2023) (03 POSTS)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(ORGANISATIONAL DEVELOPMENT SERVICES DIRECTORATE)

SALARY: R294 321 (SALARY LEVEL 07)

REQUIREMENTS:

- An appropriate recognized Bachelor's Degree/ National Diploma in Organizational Design / Work Study / Production Management / Operations Management/ Management Services (NQF Level 6); plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of job evaluation processes.
- Knowledge of evaluate system.
- Knowledge of compilation of job descriptions.
- Knowledge of the Department and of relevant legislation, policies and procedures.
- Knowledge of general office administration / practices.
- Analytical thinking skills.
- Organising and presentation skills.
- Computer literacy.
- Good communication skills (verbal and written).
- Planning, interviewing and problem-solving skills.
- The ideal candidate should have the ability to produce accurate work and be creative, logical and an analytical thinker. He/she should have a sense of responsibility and maintain self-control, have the ability to work in a team, have integrity and the ability to judge results and circumstances objectively and maintain confidentiality.
- *Currently there is no job evaluation system in the Public Service. Once the system has been acquired, the candidate/s will be required to attend a job evaluation training.*

KEY PERFORMANCE AREAS:

- Evaluate jobs in the Department / Province.
- Develop and provide advice on job descriptions.
- Undertake administrative functions required in the unit which are related to job evaluation and jobs descriptions.

ENQUIRIES: Mr S Ngcobo

Tel. No.: 033 - 355 0033/8640

CLOSING DATE: 09 June 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.

SALARY: R294 321 PER ANNUM (SALARY LEVEL 7)

- A Secretarial Diploma or equivalent qualification; plus
- A minimum of 3 years 's experience in rendering a support service to senior management.

- Knowledge of the relevant legislation/policies/prescripts and procedures.
- Basic knowledge of financial administration.
- Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- Good telephone etiquette.
- Computer Literacy.
- Sound organizational skills.
- Good people management skills.
- High level of reliability.
- Written communication skills.
- Ability to act with tact and discretion.
- Ability to do research and analyze documents and situations.
- Good grooming and presentation skills.
- Self-management and motivation skills.
- Able to work under pressure.
- Willingness to work long hours.

- Provide a secretarial/receptionist support service to the Director.
- Render administrative support services.
- Provide support to Director regarding meetings.
- Support the Director with the administration of the budget.
- Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- Proofread and analyse submissions/documents and advise the Director accordingly.

CLOSING DATE: 09 June 2023 (@16h00)

GROWING KWAZULU-NATAL TOGETHER

POST: HUMAN RESOURCE CLERK (PRODUCTION): EXITS SECTION (REF. NO. DOT 77/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(HUMAN RESOURCE PRACTICES DIRECTORATE)

SALARY: R202 233 PER ANNUM (LEVEL 5)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Good knowledge of applicable legislation, policies, prescripts and practices such as the Public Service Act, GEP Law and Fund rules.
- Working knowledge of PERSAL.
- Computer literacy.
- Knowledge of channels of communication.
- Ability to organise, make decisions and solve problems.
- Ability to interpret and apply directives.
- Ability to prioritise work.
- Ability to work under pressure and independently.
- Good communication skills (written and verbal).
- Good telephone etiquette.
- Good interpersonal relations skills.
- The ideal candidate should be loyal, trustworthy, should have integrity, be honest, responsible and accountable. He/she should also be an innovative thinker, conscientious, punctual, have a pleasant disposition, be positive and have the ability to work in a team.

KEY PERFORMANCE AREAS:

- Process all the functions of the Exits Section.
- Process and finalise pension documentation to GPAA.
- Investigate and give feedback regarding all Exits Section queries.
- Provide information and guidance regarding all Exits matters to all customers.
- Maintain statistics in respect of Exits matters.

ENQUIRIES: Ms N Mnyekwa

Tel No.: 033 – 355 8947

CLOSING DATE: 09 June 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: HUMAN RESOURCE CLERK (PRODUCTION): ESTABLISHMENT CONTROL SECTION (REF. NO. DOT 78/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(HUMAN RESOURCE PRACTICES DIRECTORATE)

SALARY: R202 233 PER ANNUM (LEVEL 5)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Broad knowledge of Human Resource Management legislation, policies and procedures, specifically relating to establishment control.
- Knowledge of Public Service reporting procedures and work environment.
- Working knowledge of PERSAL.
- Knowledge of research, information gathering and co-ordination.
- Computer literacy (Ms Word, Ms Excel, Ms Access, email).
- Good communication skills (written and verbal).
- Ability to learn (acquire knowledge).
- Ability to interpret and apply policy.
- Analytical, logical and observing skills.
- The ideal candidate should demonstrate interest in the Human Resource Management and related fields. He /She should also be attentive, reliable, dedicated, accessible, customer friendly, responsible and have the ability to work as an individual and as part of a team.

KEY PERFORMANCE AREAS:

- Analyse, implement and record post establishment variations.
- Creation and maintenance of manual records database.
- Attend to additional functions relevant to post establishment matters.
- Audit and reconcile establishment records.
- Provide advice, guidance, information and statistics relevant to post establishment matters.

ENQUIRIES: Mr M Nxumalo Tel No.: 033 – 355 8738

CLOSING DATE: 09 June 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: ADMINISTRATION CLERK (PRODUCTION): INFORMATION TECHNOLOGY: SOFTWARE AND GENERAL SUPPORT (REF. NO. DOT 79/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE).

SALARY: R202 233 (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of SITA Act & Regulations.
- Knowledge of PFMA and budgetary procedures.
- Knowledge of HR policies, practices and procedures.
- Knowledge of Practices Notes and Treasury Regulations.
- Knowledge of Computer Hardware and software.
- Good verbal and written communication skills.
- Computer literacy.
- Report writing skills.
- Problem and decision-making skills.
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Excellent critical, creative thinking and analytical thinking skills.
- Experience in program administration, operating procedures, oversight and monitoring.
- Ability to work with database applications.
- Interpersonal relations skills.
- Leadership skills.
- Time management skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- The ideal candidate should be able to accept responsibility, be reliable, team-work oriented and have the ability to take the initiative. He/she should be able to work under pressure, be loyal and honest, able to work outside the office environment and also to travel.

KEY PERFORMANCE AREAS:

- Keep an updated Licenses and Software Assets Register.
- Render IT Software and General Clerical Support.
- Render an administrative support function for the system administrator.
- Render assistance on development of Specification for licenses, maintenance and support of business systems.

ENQUIRIES: Mr B Cele Tel. No. 033 355 0067

CLOSING DATE: 09 June 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): INFORMATION TECHNOLOGY: IT SECURITY
(REF. NO. DOT 80/2023)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INFORMATION TECHNOLOGY MANAGEMENT SERVICES DIRECTORATE).

SALARY: R202 233 (SALARY LEVEL 05)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of PFMA and budgetary procedures.
- Knowledge of Project Management.
- Knowledge of HR policies, practices and procedures.
- Knowledge of Practices Notes and Treasury Regulations.
- Knowledge of Computer Hardware and software.
- Knowledge of SITA Act & Regulations.
- Good verbal and written communication skills.
- Computer literacy (ICDL).
- Analytical thinking skills.
- Interpersonal relations skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Security Awareness skills.
- Internal Risk Assessment skills.
- Risk Remediation Support skills.
- Secure SDLC skills.
- Record retention schedule management skills.
- Threat protection & monitoring skills.
- Incident response skills.
- Computer forensics skills.
- Vulnerability management skills.
- The ideal candidate should be reliable, methodical, able to work under pressure, be responsible and be a team player. He/she should have the ability to take the initiative, be loyal and honest and be able to work outside the office environment.

KEY PERFORMANCE AREAS:

- Render Information Technology clerical support.
- Co-ordinate IT Security systems management and provide statistical information and related reports.
- Ensure an effective administrative support function.
- Keep updated IT Security Systems.

ENQUIRIES: Mr B Cele Tel. No. 033 355 0067

CLOSING DATE: 09 June 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: HUMAN RESOURCE CLERK (PRODUCTION) (REF. NO. DOT 81/2023)
CENTRE: COST CENTRE, ULUNDI
SALARY: R202 233 PER ANNUM (SALARY LEVEL 05)

REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Basic computer literacy.
- Basic Knowledge of Human Resource Management policies, procedures, prescripts and regulations.
- Knowledge of channels of communication.
- Knowledge of records management and registry procedures.
- Verbal & written communication skills.
- Ability to interpret directives, policies and regulations.
- Ability to prioritise the work
- Ability to communicate with various role players.
- Problem solving skills.
- Ability to maintain strict level of confidentiality.
- The ideal candidate should be responsible, courteous, an innovative thinker and team-work orientated.

KEY PERFORMANCE AREAS:

- Provide support and advisory services in respect of the advertising and filing of vacant posts for the Region.
- Provide support services in respect of the control, custody and care of human resource records and archives.
- Render support and advisory services to Regional/ Cost Centre staff in respect of general benefits, IOD, Housing, Leave matters, Performance Management and Development System, rank and salary related matters and capturing of PERSAL Transactions.
- Provide administrative support and process all documentation required for PILIR, Exits from service for the Regional Office.

ENQUIRIES: Ms NG Nxumalo Tel. No. 035 – 879 8120

CLOSING DATE: 09 June 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): PROCUREMENT & PROVISIONING (REF. NO. DOT 82/2023)
CENTRE: COST CENTRE, ULUNDI
SALARY: R202 233 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 support.
- Render demand and acquisition clerical support.
- Render logistical support services.
- Render Financial Accounting transactions.

ENQUIRIES: Ms NG Nxumalo Tel. No. 035 – 879 8120

CLOSING DATE: 09 June 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.