

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 29 August 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the [following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/](http://www.thensg.gov.za/training-course/sms-pre-entry-programme/). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 29/31** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2025/12**
Branch: Corporate Services
- SALARY** : R1 813 182 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 8 as recognised by SAQA in Human Resources Management / Human Resources Development / Public Management / Administration / Business Management / Law as recognized by SAQA with 8 years' experience within corporate services environment. 8 years of experience at a senior management level. Certificate of Successful completion of the National School of Government's Senior Management Service; Pre-Entry Programme. Knowledge and skills: High level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term process; compilation of management reports; Communication; Financial Management; Strategic capability & leadership; Project/Programme Management; Training and development; Change Management.

DUTIES

: Oversee the effective implementation of overall human resource systems processes and procedures and development strategies. Oversee HR planning and administration services, oversee the development and improvement of departmental and transport sector capacity, Monitor the implementation of Training and Development interventions in support of HR strategies, oversee organizational Development, Change Management, and employee health and wellness in order to improve the overall performance and effectiveness of the organisation. Oversee the effective and efficient implementation of corporate service value-added processes, oversee the provision of effective secretariat services to the departmental strategic engagements, oversee the effective implementation of security policies and strategies and manage the performance of internal and external security personnel, oversee and monitor the provision of effective travel and facilities management services and oversee the effective management and administration of the government motor transport process and government fleet contracts. Oversee the effective overall coordination and management of international relations and engagements and facilitate effective transport regional integration, oversee and monitor the management and facilitation of sound bilateral relations and engagements across the transport sector and oversee the management of multilateral relations and engagements across the transport sector. Provide monitoring oversight of professional legal services to the Minister, Department and its Agencies, lead and provide effective corporate legal services to the Department, Minister, and the domestic and international Air Service councils, oversee the development of an appropriate legislation in support of departmental policies, oversee the provision of effective governance structures and processes to the public entities. Provide strategic direction in the provision of internal and external communications services, Oversee the effective management of internal communication, lead the effective management of media relations, monitoring and analysis of media, manage and maintain strategic stakeholder relations of the organisation through the implementation of stakeholder management strategy, monitor and control content development and publication services and monitor the implementation of the communication strategy. Ensure effective and efficient provisioning of information and communication technology (ICT) management services to support organizational objectives, Monitor the provision of effective and efficient (IT) infrastructure, establish and manage effective integrated information systems for the Department and its entities, oversee the effective provision of management information services and ensure effective ICT governance, enterprise architecture and information technology security for the department and its entities. Effectively manage the resources of the Branch, provide guidance and adequate support for and development of the staff of the branch, ensure compliance with all administrative requirements, regulations, rules, and instructions pertaining to the branch, establish and maintain governance and administrative systems continuity within the work of the branch, Develop financial reports for forecasting, trending and results analysis, Evaluate infrastructure spending plans, monitor expenditure against budget allocations and attend to budget variances, Monitor quality control of work, ensure the compilation of annual report and strategic plan of the branch, authorize expenses aligned to approved budget, monitor the planning, organizing, and delegation of work and ensure monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES
NOTE**

: Mr M. Mokonyama Tel No: (012) 309 3172
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e. "Deputy Director-General: Corporate Services"

POST 29/32

: **CHIEF AUDIT EXECUTIVE REF NO: DOT/HRM/2025/13**
Branch: Office of the Director General

SALARY

: R1 494 900 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

**CENTRE
REQUIREMENTS**

: Pretoria
: An undergraduate NQF level 7 qualification as recognised by SAQA in Internal Auditing/ Accounting/ Risk Management with 6 years' experience in the Internal Auditing and Fraud Investigations of which 5 years must be at a senior management level. A Certification as a Certified Internal Auditor (CIA) will be an added advantage. Membership of the Institute of Internal Auditors South

Africa (IIASA)/ Association for Certified Fraud Examiners (ACFE) will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of internal Audit Management concepts, frameworks and methodologies, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework on Internal Auditing, knowledge of the Public Service Anti-Corruption Strategy and measures, knowledge of the National Treasury Risk Management Framework, knowledge and understanding of Risk Maturity Model, knowledge and understanding of Risk management policies, procedures, principles and practice, compilation of management reports; Communication; Financial Management; Strategic Capability & leadership; People Management & Empowerment; Project/Programme Management; Training.

DUTIES

: Manage the provision of internal, performance and IT audit services, provide leadership and direction to the internal Audit department and manage all internal audit activities, set the strategy for Internal Audit in alignment with the department's priorities and strategy, develop a 3-year rolling Internal Audit Plan and Internal Audit Strategy for the department, establish auditing policies, programmes and procedures in line with IIA standards which enables Internal Audit to efficiently accomplish complete and factual reviews, provide leadership in the development of and effective implementation of audit plans, procedures and programs to evaluate the adequacy of the department's internal control environment in line with Risk Based Internal Audit Plan, support the accomplishment of strategic objectives and help ensure that established financial, operational and compliance practices, and the related controls, are designed and operating effectively, facilitate the monitoring of quality by both continuous and periodic, internal and external quality assurance initiatives and addresses performance gaps through monitored action plans, develop and maintain strong relationships and communications with the Audit Committee and other stakeholders to ensure concerns are addressed and expectations met, develop and maintain strong working relationship with external auditors to ensure effectiveness of service delivery and appropriate resolution of findings/issues identified, develop institutional think-tanks pertaining to internal audit with regard to Financial Regularity, Performance, IT, Compliance, and operational audits to achieve the audit objectives, provide technical guidance/assurance on search and rescue inspections on periodical and rotational basis. Manage departmental investigations and forensics, lead and coordinate actions to manage fraud and corruption risks in the department, ensure coordination with relevant stakeholders including SAPS and regulators to ensure compliance with local statutes, provide support in building capacity for fraud risk management, fraud prevention and forensic investigations, liaise with the AGSA and other assurance providers as part of combined assurance initiatives, manage all aspects of departmental investigations and forensics. Create and foster an anti-fraud and anti-corruption culture/environment in the department. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department, manage the planning and or implementation of projects, develop the definition of the project missions, goals, tasks and resources requirements, develop methods to monitor projects or area progress and provide corrective solutions if necessary, manage projects resources, project budget and resource allocation, work cross-functionally to solve problems and implement changes, oversee project progress reporting. Manage the resources of the Chief Directorate, ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate, establish and maintain governance and administrative system's continuity within the work of the branch, ensure the submission of the strategic plan and annual report, prepare and submit implementation plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the chief directorate, monitor the planning, organising and delegation of work, ensure compliance to the performance management system, ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES **NOTE**

: Mr M Mokonyama Tel No: (012) 309 3172
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Chief Audit Executive: Office of the Director General"

OTHER POSTS

<u>POST 29/33</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DOT/ HRM/2025/14</u> Branch: Corporate Service Chief Directorate: Human Resource Management and Development Director: Human Resource Management and Administration
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Recognised NQF level 6/7 in Labour Relations/ Employee Relations and/or Law coupled with five (5) years of experience of which three (3) years must be at Assistant Director level dealing with individual Labour Law matters representing employer at Disciplinary hearings, Conciliations & Arbitrations. Knowledge and Skills: government policies and procedures applicable to labour relations. Knowledge and understanding of Public Finance Management Act (PFMA). Computer literacy. Thorough understanding of applicable prescripts. Project management. Negotiation. Knowledge of Public Service Collective Agreements.
<u>DUTIES</u>	:	Manage and advice on all internal labour relations matters of the department. Develop departmental strategies and systems relating to dispute resolution mechanisms including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Manage grievances in accordance with the prescribed procedures. Finalise all grievances and complaints received from employees in the department. Promote sound employee relations processes including effective management of dispute settlement grievances and discipline. Facilitate collective Bargaining in the Departmental Bargaining Council. Provide support in terms of representing the department at the department Bargaining Chamber (DBC). Develop and implement departmental labour relations policies and programmes. Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes. Provide expert labour relations advice to managers and employees. Conduct labour relations workshops in the department. Maintain awareness of and communicate to the department any relevant changes in all labour legislations. Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters in the department. Manage the sub-directorate. Create an environment that provides for uninterrupted service delivery from the section. Evaluate the performance of staff against the best practices for the provision of the support in respect of the section and identity of the areas where training is required.
<u>ENQUIRIES</u>	:	Mr Phutha Mohlala Tel No: (012) 309 3542
<u>NOTE</u>	:	Candidates must quote the name of the post as follows; "DD Labour Relations" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.
<u>POST 29/34</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOT/ HRM/2025/15</u> Branch: Corporate Service Chief Directorate: Human Resource Management and Development Director: Human Resource Management and Administration
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Recognised NQF level 6/7 in Labour Relations/ Employee Relations and/or Law coupled with five (5) years of experience dealing with individual Labour Law matters representing the employer at Disciplinary hearings, Conciliations & Arbitrations. Three (3) years Supervisory experience. Basic knowledge of PERSAL and PERSAL introduction Certificate will be an added advantage. Knowledge and Skills: government policies and procedures applicable to labour relations. Knowledge and understanding of Public Finance Management Act (PFMA). Computer literacy. Thorough understanding of applicable prescripts. Project management. Negotiation. Knowledge of Public Service Collective Agreements.
<u>DUTIES</u>	:	Manage and advice on all internal labour relations matters of the department. Assist with the creation of case management database on all Labour-related matters. Ensure the implementation and compliance with Collective

agreements, policies and legislations. Manage grievances in accordance with the prescribed procedures. Assist in the finalisation of all grievances and complaints received from employees in the department timeously and within the prescribed timeframes. Facilitate the appointment of Investigation Officers to investigate grievances. Facilitate collective Bargaining in the Departmental Bargaining Council and represent the department at the department Bargaining Chamber (DBC). Develop and implement departmental labour relations policies and programmes. Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes. Provide expert labour relations advice to managers and employees. Conduct labour relations workshops in the department. Maintain awareness and communicate to the department any relevant changes in all labour legislations. Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters in the department. Manage the sub-directorate. Create an environment that provides for uninterrupted service delivery from the section. Evaluate the performance of staff against the best practices for the provision of the support in respect of the section and identity of the areas where training is required.

ENQUIRIES
NOTE

- : Mr Phutha Mohlala Tel No: (012) 309 3542
- : Candidates must quote the name of the post as follows; “ASD Labour Relations” on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department