Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointments will assist the department in achieving its employment equity targets in terms of the Department's Employment Equity Plan. (People with disabilities, coloureds, whites and women of all races at senior management level)

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4040. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.

CLOSING DATE: 22 February 2016

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV including the details of at least two contactable referees (should be people who recently worked with the candidate (previous experience must be comprehensively detailed, i.e. positions held, responsibilities and exact dates), as well as certified copies of all qualifications and ID document. All fields of the Application for Employment Form (Z83) must be fully completed. Failure to submit the requested documents/information will result in your application not being considered. 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 posts. The successful candidates 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful

MANAGEMENT ECHELON

POST 05/64: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT/01/2016/ 1
(Branch: Administration: Office of the Chief Financial Officer)
(Chef Directorate: Financial Administration and Supply Chain Management)
(Directorate: Supply Chain Management)

SALARY: All inclusive salary package R864 177 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A three year Bachelor's Degree in Supply Chain Management / Logistics or Purchasing at NQF level 7 as recognised by SAQA. A postgraduate degree will serve as a strong recommendation. The incumbent must have at least five (5) years’ experience at middle management level or at senior management level in the Supply Chain Management environment.

DUTIES: The incumbent will be required to develop and maintain (periodic reviews) supply chain management related policies, procedures and delegations, such as the Supply Chain Management policy, Asset Management policy, Inventory policy, Disposal strategy, Supply Chain Management frameworks, Demand Management strategy and Procurement delegations, and oversee and ensure the implementation of the policies, procedures and delegations. Annually develop and implement a Sourcing strategy and a Procurement Plan and maintain a record of bids awarded against the Procurement Plan. Manage and oversee three Sub-Directorates that are responsible for demand, acquisition, logistics, disposal and contract management. Manage the bidding and acquisitioning processes, oversee the checking of bid specifications, invitation of bids, participation in bid evaluation committees and the awarding of bids. Manage the Logis section, the Logis commitments register on Logis and oversee payments to suppliers. Oversee receipt of requests for quotations, the invitation, evaluation and award of quotations and the maintenance of the supplier’s database / utilisation of the central supplier’s database. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the asset register to transactions on the Basic Accounting System (BAS). Oversee the management and reporting on contracts and the implementation of the contract management
system. Ensure that all the required reports are submitted to the National Treasury on a monthly basis. Serve as a member of the Loss Control Committee and the Disposal Committee and shall be an advisor to the Bid Adjudication Committee. Assess staff capacity and ability to effectively perform their functions, compile performance agreements and provide guidance and support through training courses where necessary in consultation with the Human Resource Development unit. Ensure that monitoring and evaluation is carried out throughout the Directorate. Manage the in-house training of Chief User Clerks in the Department. Prepare and submit reviews of strategic plans and annual performance plans in line with the Branch strategic plan and annual performance plan. Prepare and submit quarterly and annual reports on the performance of the Directorate.

ENQUIRIES: Mr. D. Pretorius Tel: (012) 309 3649
NOTE: The following will serve as strong recommendation: In depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Furthermore, he/she must have analytical, problem-solving, communication (verbal and written), interpersonal, organisational, leadership, supervisory, people and financial management skills.

POST 05/65: DIRECTOR: MASTER PLANNING IMPLEMENTATION AND REVIEW REF NO: DOT/01/2016/2
(Branch: Integrated Transport Planning)
(Chef Directorate: Macro Sector Planning)
(Directorate: Master Planning Implementation and Review)

SALARY: All-inclusive salary package R864 177 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree in Transport Planning/ Town and Regional Planning/ Transport Economics at NQF level 7 as recognised by SAQA. A minimum of six (6) years relevant experience in multi-modal transportation systems planning of which five (5) years’ must be at middle management level or at senior management level.

DUTIES: The successful incumbent will be responsible for the following: Facilitate a sustainable planning approach to the provision of transport infrastructure through a medium to long term outlook. Institutionalise a systematically structured transport planning procedure and oversee its applications. Oversee the implementation of appropriate travel and forecasting methods. Integrate transport demand drivers (landuse, demographics, economic trends) into transportation systems planning processes. Manage and oversee a dynamic and up to date national transport master plan. Facilitate the development of provincial transport master plan. Develop and manage the appropriate planning tools/instruments for decision making. Ensure the development and maintenance of an investment decision making criterion comprising of appropriate programmes/project selection and prioritisation strategies. Manage or participate in ad-hoc teams where special projects of national importance have been prioritised. Lead the realisation of the Directorate’s strategic objectives. Integrate relevant stakeholder’s policies with transportation systems planning. Assume responsibility for delegation of work. Manage the planning, organising and delegation of work within the Directorate. Practice ethical corporate governance financial management in accordance with the Public Financial Management Act prescripts.

ENQUIRIES: Mr. M. Makhari Tel: (012) 309 3320
NOTE: The following will serve as strong recommendation: Experience in the planning of the built environment. Knowledge of travel forecasting models and methods. Knowledge of programme/project selection and prioritization procedures. In depth knowledge of government policies, policy development and analytical skills. Research and report writing skills and Project Management processes. All shortlisted candidates for the above two posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will be required to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
OTHER POST

POST 05/66 : SENIOR IT TECHNOLOGIST REF NO: DOT: 02/2016/01
(Branch: Transport Information Systems)
(ICC Architecture & Operations)
(Directorate: ICT Infrastructure)
(Sub-directorate: LAN and Desktop Support)

SALARY : R243 747 per annum
CENTRE : Cape Town

REQUIREMENTS : Appropriate three years Bachelor Degree/ National Diploma in Information Technology with two years relevant experience. The following certificates will be an added advantage, ITIL foundation certificate, Certified Novell Engineering (CNE), Microsoft certified system engineering (MCSE), Hardware and software support (A+), Network support (N+) and Cisco certified network associate (CCNA)
Note: The following will serve as a recommendation: Knowledge of Windows Administration, Novell Administration. Microsoft Office Suites (Word, Excel, Access and Powerpoint) - Installation and Support. Knowledge of Other relevant software packages such as MacOS and Office 2011 for Mac. Hardware-Installation and support. Latest trend in IT.

DUTIES : To manage IT network and render IT support service to user in the Department. Maintain and make communication system (networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organisation. Liaise with user and work groups on their need, questions, requests and problems with regard to network services. Maintain computer network disaster recovery procedures. Ensure backups of information is made on a regular basis and sent for storage off-site. Execute disaster recovery procedures as and when required. Provide advice on new technology. Investigate current computers and software and compare with new trends. Update GroupWise software. Perform IT advisory role to procurement process. Log the call to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

ENQUIRIES : Mr M. Motaung Tel: (012) 309 3735