

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.*

- 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.
- CLOSING DATE** : 15 September 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). 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. 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.

## OTHER POSTS

- POST 30/98** : **ADMINISTRATIVE ASSISTANT REF NO: DOT/HRM/2023/52**  
Branch: Office of the Director-General  
Chief Directorate: Office of the Director-General  
Directorate: Office of the Director-General  
Sub-Directorate: Office of the Director-General
- SALARY** : R241 485 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a recognised NQF Level 6 in Public Management / Administration / Financial Management / Business Management / Management with one (1) year experience Knowledge and Skills: (Competencies) Ability to work with people, be organised, assertiveness and a sense of urgency, maintain confidentiality, a valid driver's license; understanding and experience of customer service, commitment to customer service and satisfaction, understanding of customer requirements and delivery of such requirements; experience in filing, tracing of documents and dealing with clients, have a broad understanding of issue in the DG's office.
- DUTIES** : Maintain the filing system in the office; Provide general administrative support; Maintain a document tracing and database; Assist with payments, claims and orders of consumables and maintenance of photocopier.
- ENQUIRIES** : Ms Michelle Phenya Tel No: (012) 309 3172
- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**POST 30/99** : **REGISTRY CLERK REF NO: DOT/HRM/2023/51**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management and Development  
Directorate: Human Resources Management and Administration  
Sub-Directorate: Human Resources Administration

**SALARY** : 202 233 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate with no experience.  
Knowledge and Skills: Computer and Communication skills.

**DUTIES** : Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Render general administrative support.

**ENQUIRIES** : Mr Robert Thavhanyedza Tel No: (012) 309 3974  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.