



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 8920

Human Resource Administration
Enquiries: Mr B Hornsby

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 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**). The Z83 form must be completed in terms of DPSA circular 03 of 2025. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 03 of 2025, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. **Dates of starting and leaving employment must be given as DD/MM/YYYY.**

Candidates short-listed for an interview will be required to provide the following documentation, on the date of the interview and failure to do so will result in the candidate being disqualified for the position:

- Certified copies of qualifications, valid 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) All candidates shortlisted for an interview will be subjected to two pre-entry assessments, namely a practical exercise and an Integrity (Ethical Conduct) Assessment, as part of the interview process.

(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) **Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hard copy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed.**

(j) Applications may alternatively be forwarded to the: Recruitment & Selection Section, Human Resource Administration Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200 **OR** 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 **05 December 2025 at 16h00.**

NB: THE DEPARTMENT IS CURRENTLY UNDERGOING A REVIEW OF ITS ORGANISATIONAL STRUCTURE WHICH MAY HAVE AN IMPACT ON THE LOCATION AND/OR THE AMENDMENT TO/ADDITION OF DUTIES TO SOME OF THE POSTS WHICH MAY BE INCLUDED IN THIS CIRCULAR

MR N ZONDI
DIRECTOR: HUMAN RESOURCE ADMINISTRATION

24/11/2025
DATE

<u>POST</u>	:	<u>CONTROL PROVINCIAL INSPECTOR</u> 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.
<u>SALARY CENTRE</u>	:	R896 436 Per Annum (salary level 11) (all-inclusive remuneration package)
<u>REQUIREMENTS:</u>	:	<u>Public Transport Enforcement Services</u> Public Transport Enforcement Unit: Mkondeni (Ref. No. DOT 417/2025) A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer's / Law Enforcement Diploma; plus Registered as a Traffic Officer / Peace Officer; plus 3-5 years' management experience in a Traffic / Law Enforcement field; plus 7-10 years' working experience in a Traffic / Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
<u>DUTIES:</u>	:	Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr S.Sithole Mr C McDougall
	:	Tel No. 033 - 355 8826
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS:</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043,

Closing date for applications for all posts is 05 December 2025 @16H00

Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

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<u>POST</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A</u>
<u>SALARY</u>	:	R551 413 per annum (salary level OSD)
<u>CENTRE</u>	:	Cost Centre, Pietermaritzburg (Ref. No. DOT 418/2025)
<u>REQUIREMENTS:</u>		A National Diploma in Engineering (NQF level 6), plus 6 (Six) years post qualification technical experience; plus Compulsory Registration with 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: Knowledge of project management. 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 and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, independent, time-frame driven, meticulous, proactive and maintain confidentiality. He/she should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.
<u>DUTIES:</u>		Manage technical services. Manage administrative and related functions. Research and development.
<u>ENQUIRIES:</u>		Mr S Madela Tel No. 033 – 392 6600
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

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<u>POST</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (29 POSTS)</u>
<u>SALARY</u>	:	Grade A - R371 253 per annum (OSD) Grade B – R419 325 per annum (OSD) Grade C – R472 812 per annum (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	<u>Inkosi Mhlabunzina Maphumulo House (03 Posts):</u> Traffic Engineering & Geometric Design: Engineering Services Directorate (02 Posts) (Ref. No. DOT 419/2025) Road Control: Engineering Services (01 Post) (Ref. No. DOT 420/2025) <u>Empangeni Region (18 Posts):</u> Material Testing: Cost Centre, Eshowe (01 Post) (Ref. No. DOT 421/2025) Road Control & Project Documentation: Cost Centre, Hluhluwe (03 Posts) (Ref. No. DOT 422/2025) Project Implementation (External): Cost Centre, Hluhluwe (01 Post) (Ref. No. DOT 423/2025) Material Testing: Cost Centre, Vryheid (01 Post) (Ref. No. DOT 424/2025) KZ265 Project Implementation (External): Area Office, Nongoma (02 Posts) (Ref. No. DOT 425/2025) KZ262 Project Implementation (External): Area Office, Pongola (01 Post) (Ref. No. DOT 426/2025) Material Testing: Cost Centre, Ulundi (02 Posts) (Ref. No. DOT 427/2025) KZ273/274 & 275 Project Implementation (External): Cost Centre, Hluhluwe (01 Post) (Ref. No. DOT 428/2025) Road / Pavement & Traffic Engineering: Regional Office, Empangeni (04 Posts) (Ref. No. DOT 429/2025) Material Testing: Cost Centre, Hluhluwe (02 Posts) (Ref. No. DOT 430/2025) <u>Pietermaritzburg Region (05 Posts):</u> Project Implementation (External) (Umzimkhulu) (01 Post): Cost Centre, Ixopo (Ref. No. DOT 431/2025) Road Control & Project Documentation: Cost Centre, Pietermaritzburg (02 Posts) (Ref. No. DOT 432/2025) Material Testing: Cost Centre, Pietermaritzburg (01 Post) (Ref. No. DOT 433/2025) Material Testing: Cost Centre, Ixopo (01 Post) (Ref. No. DOT 434/2025) <u>Ladysmith Region (01 Post):</u> Material Testing: Cost Centre, Newcastle (01 Post) (Ref. No. DOT 435/2025) <u>Durban Region (02 Posts):</u> Road/ Pavement & Traffic Engineering: Regional Office, Durban (01 Post) (Ref. No. DOT 436/2025) Material Testing, Durban: Regional Office, Durban (01 Post) (Ref. No. DOT 437/2025)
<u>REQUIREMENTS:</u>		An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: GRADE A is 0 to 12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. 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 and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.
<u>DUTIES:</u>		Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>		Ms SM Ngcobo 033 – 355 8023

Closing date for applications for all posts is 05 December 2025 @16H00

**FOR ATTENTION
NOTE**

APPLICATIONS

- : Mr B Hornsby
- : It is the intention of this Department to consider equity targets when filling these positions.
- : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

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<u>POST</u>	<u>SURVEY TECHNICIAN PRODUCTION GRADE A-C (08 POSTS)</u>
<u>SALARY</u>	Grade A - R371 253 per annum (OSD) Grade B – R419 325 per annum (OSD) Grade C – R472 325 per annum (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Road Declaration & Mapping Directorate (Ref. No. DOT 438/2025)
<u>REQUIREMENTS:</u>	A National Diploma in Survey or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical experience. (Experience: Grade A is 0 to 12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus Compulsory registration with PLATO / SAGC as a Survey Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of programme and project management. Knowledge of Survey design and analysis. Knowledge of research and development. Knowledge of computer aided survey applications. Knowledge of legal compliance. Knowledge of Technical report writing. Analytical skills. Decision making skills. Teamwork skills. Analytical skills. Creativity skills. Self-management skills. Financial Management skills. Customer focus and responsive skills. Communication skills (verbal, written and networking). Computer Literacy. Planning and organizing skills. Conflict management. Problem solving skills. People management skills. Innovation skills.
<u>DUTIES:</u>	Provide technical survey services and support. Perform administrative and related functions. Research and development.
<u>ENQUIRIES</u>	Ms M Vosloo 033 – 355 8917
<u>FOR ATTENTION</u>	Mr B Hornsby
<u>NOTE</u>	It is the intention of this Department to consider equity targets when filling these positions.
<u>APPLICATIONS</u>	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	<u>GISC TECHNICIAN PRODUCTION GRADE A-C</u>
<u>SALARY</u>	Grade A - R371 253 per annum (OSD) Grade B – R419 325 per annum (OSD) Grade C – R472 325 per annum (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Road Declaration & Mapping Directorate (Ref. No. DOT 439/2025)
<u>REQUIREMENTS:</u>	A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: Grade A is 0 to 12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge and understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Problem solving and analytical skills. Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. The ideal candidate should be innovative, receptive to suggestions, accurate, honest and have integrity. He/She should be open transparent, reliable, co-operative, courteous, professional, and have a positive attitude and be able to work in a team.
<u>DUTIES:</u>	Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis. Perform Road declaration and other related functions.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Ms SM Ngcobo 033 – 355 8023 Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	:	<u>DESKTOP PUBLISHER</u> 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.
<u>SALARY CENTRE</u>	:	R325 101 per annum (salary level 07) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Communications Support Directorate) (Ref. No. DOT 440/2025)
<u>REQUIREMENTS:</u>	:	NQF Level 6 in Graphic Design/Art and Design; plus 1 year experience in a Graphic Design environment or related field; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Apple Mac computers and software. Knowledge of Desktop Publishing and Graphic Design. Knowledge of Microsoft package. Knowledge of Protection of Personal Information Act. Knowledge of Corporate Identity and Branding Guidelines. Knowledge of Advanced printing and publishing. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of layout and typography. Knowledge of Digital Marketing, social media, intranet and internet. Knowledge of Communication Policy and internet communication. Knowledge of Branding guidelines/manual. Ability to conceptualize from brief to final artwork. Communication skills (verbal and written). Organising skills. Interpersonal relations skills. Report writing skills. Problem solving skills. Computer literacy. Project management skills. Inspection and analytical skills. Adobe creative suite skills (inDesign, Photoshop, Illustrator, Microsoft word, etc.). The ideal candidate must be honest, have integrity, commitment, and be professional. He/she should have the ability to maintain confidentiality, be creative and innovative and be a team player.
<u>DUTIES:</u>	:	Plan and design exhibitions for all Departmental and interdepartmental events and functions. Prepare and develop graphic design items for the Department. Develop and maintain the department's brand identity. Provide advice and technical support to regional offices and other departmental offices/facilities. Conduct research on the latest developments in relation to graphic design and branding.
<u>ENQUIRIES: FOR ATTENTION NOTE</u>	:	Mr H. Gunpath Tel No. 033 - 355 0628 Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

Closing date for applications for all posts is 05 December 2025 @16H00

<u>POST</u>	<u>ADMINISTRATIVE OFFICER: PROTECTIVE AND EVENTS SECURITY</u>
<u>SALARY</u>	R325 101 per annum (salary level 07)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Security Services Directorate) (Ref. No. DOT 441/2025)
<u>REQUIREMENTS:</u>	A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in a Security Management Environment and or Investigations; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Constitution of the Republic of South Africa. Knowledge of Minimum Information Security Standards (MISS) document. Knowledge of Protection of Information Act. Knowledge of SSA and SAPS Directives. Knowledge of Control of Access to Public Premises and Vehicle Act. Knowledge of National Key Points Act. Knowledge of Promotion of Access to Information Act. Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of National Strategic Intelligence Act. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Administrative Justice Act. Knowledge of Criminal Procedure Act. Knowledge of Occupational Health and Safety Act. Knowledge of Departmental Security Policy. Knowledge of Private Security Industrial Regulatory Act. Knowledge of Electronic Security Systems. Knowledge of Control room operations. Planning and organizing skills. Investigation skills. Interpersonal relations skills. Negotiating skills. Research and data analysis skills. Report writing skills. Presentation skills and facilitation skills. Supervisory skills. Diplomacy and Decision-making skills. Project planning/ management skills. Conflict management skills. Computer skills. The ideal candidate must be reliable, trustworthy and must be a person with integrity. He/ She must also display ethical behavior and time management.
<u>DUTIES:</u>	Supervise control room operations, emergency plans and electronic security system. Control Departmental keys. Control and maintain security registers. Compile and submit system reports to the Assistant Director. Record and report all security breaches.
<u>ENQUIRIES</u>	Mr B Tibe Tel. No.: 033 – 355 8088
<u>FOR ATTENTION</u>	Mr B Hornsby
<u>NOTE</u>	It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	:	<u>ADMINISTRATIVE CLERK (SUPERVISOR): ROAD SAFETY CAMPAIGNS & ENFORCEMENT SUPPORT</u>
<u>SALARY</u>	:	R325 101 per annum (salary level 07)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Road Safety Directorate) (Ref. No. DOT 442/2025)
<u>REQUIREMENTS:</u>		A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of three (3) years supervisory experience in the road safety environment; plus A valid (minimum) code EB driver's licence. Knowledge, Skills and Competencies Required: Job knowledge. Working knowledge of Hardcat, BAS and Persal. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills. The ideal candidate should be trustworthy, loyal, friendly and courteous, responsible, accurate, conscientious, diplomatic, integrity, self-disciplined, self-motivated, professionalism, confidentiality, accuracy, innovative thinker, teamwork orientated and able to work independently, interest in development, service delivery excellence, compliance with performance agreements and commitment to organizational goals.
<u>DUTIES:</u>		Render general clerical supervisory services. Provide supply chain services within the component. Provide personnel administration supervisory services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms T Hadebe
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	<u>ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (01 POST)</u> 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.
<u>SALARY</u>	GRADE A -R 243 597 per annum (dependent on experience) (OSD) (No experience required) GRADE B -R 285 816 per annum (dependent on experience) (OSD) (At least 18 years' experience) GRADE C -R 332 061 per annum (dependent on experience) (OSD) (At least 34 years' experience) (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	<u>Pietermaritzburg Region (01 Post):</u> Mechanical, Structure Shop (01 Post) (Ref. No. DOT 443/2025)
<u>REQUIREMENTS:</u>	An appropriate Trade Test Certificate in a Building Related Field; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.
<u>DUTIES:</u>	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and Supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Mr L Songca (Pietermaritzburg Region) Tel. No.: 033 - 392 6600 Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION): BENEFITS SECTION</u> <u>HUMAN RESOURCE ADMINISTRATION DIRECTORATE</u>
<u>SALARY CENTRE</u>	:	R228 321 annum (salary level 05) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 444/2025)
<u>REQUIREMENTS:</u>		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 Human Resource Management policies, procedures, practices and prescripts. Knowledge of computer-based HR Information systems e.g PERSAL. Knowledge and ability to keep and maintain acts, regulations etc. Computer literacy (MS Word, MS Excel, E-mail). Ability to interpret and apply policy and regulations. Problem solving skills. Good communication skills (both verbal and written). The ideal candidate must be honest, reliable, innovative/creative and have the ability to work under pressure. He/she should have the ability to work individually and as part of a team and have the ability to maintain confidentiality, have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.
<u>DUTIES:</u>		Provide general benefits services to head office staff. Administer all types of Leave and Incapacity leave applications. Provide Administration support with regard to Employee Performance Management and Development System for the Head Office staff (Salary level 1-10). Process all rank and salary related matters. Maintain database, ensure safekeeping of documents and filing of all related documents for Head Office staff.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms F Mwelase 033 – 355 8742
<u>NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

Closing date for applications for all posts is 05 December 2025 @16H00

<u>POST</u>	<u>ADMINISTRATIVE CLERK (PRODUCTION): COMMUNITY OUTREACH SERVICES</u>
<u>SALARY CENTRE</u>	R228 321 annum (salary level 05) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Road Safety Directorate) (Ref. No. DOT 445/2025)
<u>REQUIREMENTS:</u>	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Good interpersonal relation skills. Flexibility. Teamwork. Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills. The ideal candidate should be trustworthy, loyal, friendly and courteous, responsible, accurate, conscientious, diplomatic, integrity, self-disciplined, self-motivated, professionalism, confidentiality, accuracy, innovative thinker, teamwork orientated and able to work independently, interest in development, service delivery excellence, compliance with performance agreements and commitment to organizational goals.
<u>DUTIES:</u>	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Ms T Hadebe Tel. No.: 033 – 355 8782 Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	:	<u>SENIOR STORES CLERK</u>
<u>SALARY</u>	:	R228 321 annum (salary level 05)
<u>CENTRE</u>	:	Area Office, Nongoma (Ref. No. DOT 446/2025)
<u>REQUIREMENTS:</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of Assets and Inventory control, procedures, processes and Practice Notes i.e. ordering, issuing stock takes, reconciliation of stock. Knowledge of tenders/ contract procedures pertaining to stores. Knowledge of procurement procedures and processes to stores. Knowledge of Legislation, policies, procedures pertaining to the Public Sector. Knowledge of departmental reporting and communication structures. Knowledge of computerised stores systems in use by the by the Department of Transport. Knowledge of Stores policies and procedures. Knowledge of asset management and BOS procedures. Knowledge of losses/ thefts procedures and Practice Notes. Knowledge of Safety Standards as per the Occupational Health and Safety Act. Computer Literacy. Knowledge of general administration procedures. Ability to interpret and apply legislation, policy, Practice Notes and Contracts. Problem solving skills. Interpersonal skills. Numeracy skills. Analytical and Innovative thinking skills. Planning and organising skills. Good communication skills (verbal & written). Ability to learn, understand and apply. Ability to perform in team. The ideal candidate should be honest, loyal, reliable, accurate, open, transparent, punctual, comply with the code of conduct, self- disciplined, responsible, accurate and be receptive to ideas and suggestions. He/she should have good interpersonal relations, be conscientious, dedicated committed to organisational objectives, projects/ programmes, be able to work in a team and/ or under pressure.
<u>DUTIES:</u>	:	Receive and distribute store items and/or fuel. Procure store items for office and ensure sufficient store holdings. Ensure effective record keeping of store items and monthly stock takings. Dispose effectively of redundant, broken and outdated stores. Attend audit queries and inspections.
<u>ENQUIRIES</u>	:	Ms NG Nxumalo 035 – 879 8120
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

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<u>POST</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION (02 POSTS))</u>
<u>SALARY</u>	:	R228 321 annum (salary level 05)
<u>CENTRE</u>	:	Regional Office, Empangeni (02 Posts) (Ref. No. DOT 447/2025)
<u>REQUIREMENTS:</u>		A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of Supply Chain duties, practices as well as the ability to capture data and operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of the Public Finance Management Act. Knowledge of Asset Management. Knowledge of Loss Control. Knowledge of HARDCAT. Knowledge of LOCO and BAS. Computer Literacy. Computerised financial systems decision-making skills. Communication skills (verbal and written). Interpersonal relations skills. Listening skills. Numeric skills. Presentation skills. Problem solving skills. Strong analytical skills. Time management skills. Word processing and spreadsheet skills. The ideal candidate should have integrity, be honest, reliable, innovative, creative, trustworthy, loyal, friendly, efficient and responsible. He/she should have the ability work under pressure, maintain confidentiality, work individually and part of a team.
<u>DUTIES:</u>		Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Provide SCM Administration support in the component.
<u>ENQUIRIES</u>		Ms ZS Ngobese 035 – 787 1442
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	<u>ADMINISTRATIVE CLERK (PRODUCTION): STORES</u>
<u>SALARY CENTRE</u>	R228 321 annum (salary level 05) Cost Centre, Pietermaritzburg (Ref. No. DOT 448/2025) (Procurement & Provisioning)
<u>REQUIREMENTS:</u>	A Senior Certificate / National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Basic knowledge of stores duties, procurement procedures, practices. Basic knowledge and understanding of the legislative framework governing Public Service. Basic knowledge of work procedures in terms of the working environment. Ability to collect statistics and capture data. Computer skills. Planning and organizing skills. Good verbal and written communication skills. Ability to perform in a team. The ideal candidate should be committed to organizational objectives/ projects and programmes, receptive to ideas and suggestions, comply with Code of Conduct, punctual, accurate, honest, responsible, loyal and conscientious. He/she should also be able to work in a team, perform well under pressure and also be neat and tidy.
<u>DUTIES:</u>	Control stock in the stores to ensure sufficient stock holdings in accordance with computerized stores system and Practice Notes requirements. Ensure effective stock record keeping. Dispose of redundant, broken, outdated stores items. Control and maintaining of Zibambele and Vukuzakhe tools. Supervise store assistant person.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Ms C Dlamini 033 – 392 6600 Mr B Hornsby
<u>APPLICATIONS</u>	It is the intention of this Department to consider equity targets when filling this position. Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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<u>POST</u>	<u>TRADESMAN AID (04 POSTS)</u>
<u>SALARY CENTRE</u>	R163 680 per annum (salary level 03) <u>Ladysmith Region</u> <u>Cost Centre Dundee (01 Post)</u> Mechanical Dundee (01 Post) (Ref. No. DOT 449/2025) <u>Cost Centre, Estcourt (02 Posts)</u> Mechanical (Bergville) (02 Posts) (Ref. No. DOT 450/2025) <u>Empangeni Region</u> <u>Regional Office, Empangeni (01 Post)</u> Ground Survey, Empangeni (01 Post) (Ref. No. DOT 451/2025)
<u>REQUIREMENTS:</u>	Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge, Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.
<u>DUTIES:</u>	Provide assistance in the maintenance of facilities, vehicles and equipment. Arrange suitable tools and sort out parts for maintenance. Drain used oils from components, refill with new oils and change all types of filters. Check vehicles and equipment fluid levels for correctness and grease all greasing points. Repair and replace worn or damaged wheels. Discard used oils, sawdust, filters, rags, scrapped metals and tyres in the designated areas. Repair, clean, service and safe keeping of equipment and tools according to standards under supervision. Regularly clean and ensure tidiness of the workshop, vehicles, equipment and tools. Ensure the safekeeping of, and report missing or defective equipment and tools. Assist in the removal, stripping and assembling of components of vehicles and equipment. Secure loose bolts, nuts, screws, clamps, plugs and terminals. Report all hazards and potential hazards to the supervisor
<u>ENQUIRIES</u>	: Mr M Ntuli (Ladysmith Region) Tel. No.: 036 – 638 4400 Ms BW Xaba (Empangeni Region) Tel. No.: 035 – 787 1442
<u>FOR ATTENTION NOTE</u>	: Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.
<u>APPLICATIONS</u>	: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .

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