



## 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 (PWDs) and other designated groups are encouraged to apply.**

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](http://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, where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. If a certificate is only to be issued at 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](http://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](http://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 **13 March 2026 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

27/02/2026  
DATE

**POST**

**CONTROL PROVINCIAL INSPECTOR: PROVINCIAL DRIVERS LICENCE INSPECTORATE**

**SALARY CENTRE**

R896 436 Per Annum (salary level 11) (all-inclusive remuneration package)  
Road Traffic Inspectorate

**REQUIREMENTS:**

Public Transport Enforcement Unit: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 01/2026)  
A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer's Diploma; plus Registered as a Traffic 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.

**DUTIES:**

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.

**ENQUIRIES FOR ATTENTION NOTE**

Mr S Sithole  
Mr B Hornsby

Tel No. 033 – 355 8826

**APPLICATIONS:**

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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**DEPUTY DIRECTOR: REGIONAL ROAD SAFETY**

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.

**SALARY CENTRE**

R896 436 Per Annum (salary level 11) (all-inclusive remuneration package)  
Regional Office, Pietermaritzburg (Ref. No. DOT 02/2026)

**REQUIREMENTS:**

An undergraduate qualification in Social Sciences, Communication or Education field (NQF Level 6 or higher); plus 3-5 years' junior/middle management experience in a road safety programme implementation environment; plus A valid driver's licence (minimum Code B); plus Proficiency in IsiZulu and English). Knowledge, Skills and Competencies Required: Knowledge of Traffic Safety Management and Project Management. Knowledge of Road Safety Strategies and Best Practices in the field of Road Safety. Knowledge of the National Road Traffic Act and Regulations. Knowledge of Road Safety Key Priorities. Knowledge of Road Safety Programs and Projects. Knowledge of Data Analysis. Knowledge of Program Development. Knowledge of Public Finance Management Act. Knowledge of Community Development. Facilitation knowledge. Knowledge of Public Service Regulations. Knowledge of Capacity Development and Empowerment. Knowledge of Road Safety Standards. Analytical and innovative thinking skills. Report writing and formulation skills. Ability to work independently. Excellent communication skills, both verbal and written. Presentation skills. Computer skills. Community support and development skills. Organizing skills for arranging workshops and meetings. Policy and strategy development skills. Skills in the management of financial resources. The ideal candidate should be conscientious, committed to community development and innovative. He/she should also have the ability to communicate with people at all levels, be receptive to new ideas and have good people management skills.

**DUTIES:**

Manage provision of road safety education. Plan and co-ordinate road safety projects. Develop policies and strategies aimed at improving service delivery. Manage resources of the Road Safety component.

**ENQUIRIES FOR ATTENTION NOTE**

Mr S Madela 033 – 392 6600

Mr B Hornsby

It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS**

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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ENGINEER PRODUCTION GRADE A (2 POSTS)**

**SALARY** : R879 342 per annum (salary depending on experience) (OSD)  
(Inclusive flexible remuneration package)

**CENTRE** : Regional Office, Empangeni (Ref. No. DOT 03/2026)

**REQUIREMENTS:** An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES:** Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital development. Office administration and budget planning. Research and development.

**ENQUIRIES** : Mr LN Dlamini Tel. No.: 035- 787 1442  
**FOR ATTENTION** : Mr C McDougall  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ENGINEER PRODUCTION GRADE A (07 POSTS)**

**SALARY** : R879 342 per annum (salary depending on experience) (OSD)  
(Inclusive flexible remuneration package)

**CENTRE** : **Inkosi Mhlabunzima Maphumulo House:**  
Mentorship Training Division Directorate (Ref. No. DOT 04/2026)

**REQUIREMENTS:**  
An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Project and programme management. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES:**  
Design new systems to solve practical engineering challenges, improve efficiency enhance safety and service delivery. Manage various programmes and projects. Human capital development through mentorship and training. Office administration and budget planning. Research and development.

**ENQUIRIES FOR ATTENTION NOTE** : Ms SN Mngomezulu Tel. No.: 035- 355 8609  
: Mr C McDougall

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ENGINEER PRODUCTION GRADE A**

**SALARY** : R879 342 per annum (salary depending on experience) (OSD)  
(Inclusive flexible remuneration package)

**CENTRE** : **Inkosi Mhlabunzima Maphumulo House:**  
Mentorship Training Division Directorate (Ref. No. DOT 05/2026)

**REQUIREMENTS:** An engineering degree (BEng / BSc (Eng) - Mechanical; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Construction Equipment mechanical maintenance. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES:** Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage construction plant maintenance and enhancements. Human capital development through mentorship and training. Office administration and budget planning. Research and development.

**ENQUIRIES FOR ATTENTION** : Ms SN Mngomezulu Tel. No.: 035- 355 8609

**NOTE** : Mr C McDougall

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **CANDIDATE CONSTRUCTION PROJECT MANAGER (12 POSTS)**

**SALARY** : R761 157 per annum (OSD) – 4-year fixed contract

**CENTRE** : **Inkosi Mhlabunzima Maphumulo House:**  
Technology Transfer Centre (Ref. No. DOT 06/2026)

**REQUIREMENTS:** A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An Honors degree in the Built Environment field of study/ BTech qualification (Built Environment field) with a minimum of one (1) year experience/ National higher diploma (Built Environment field) with a minimum of eighteen (18) months experience/National Diploma (Built Environment field) with a minimum of two (2) years' experience: plus Compulsory Registration with SACPCMP as a Candidate Construction Project Manager; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Project management principles and methodologies. Knowledge of Legal Compliance. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of technical report writing and networking. Project management skills. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Problem solving and analysis skills.

**DUTIES:** Manage and co-ordinate all aspects of all projects under the supervision of a Construction Project Manager. Project accounting and financial management. Office administration. Research and development.

**ENQUIRIES** : Ms SN Mngomezulu 033 – 355 8609

**FOR ATTENTION** : Mr B Hornsby

**NOTE** : It is the intention of this Department to consider equity targets when filling this position. THE SUCCESSFUL CANDIDATES WILL BE DEPLOYED IN ANY OFFICE/ DISTRICT ACROSS THE PROVINCE OF KWAZULU NATAL

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**CHIEF PROVINCIAL INSPECTOR**

**SALARY**

: R 582 444 per annum (salary level 10)

**CENTRE**

: Public Transport Enforcement Unit, Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 07/2026)

**REQUIREMENTS**

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

**DUTIES:**

**Manage the implementation of operational law enforcement plan:** Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. **Ensure effective and efficient leadership:** Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). **Management of service delivery improvement:** Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. **Management of Human Resources:** Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. **Financial Management:** Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. **Ensure effective and efficient Asset Management:** Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES**

: Mr S Sithole 033 – 355 8826

**FOR ATTENTION**

: Mr B Hornsby

**NOTE**

: It is the intention of this Department to consider equity targets when filling these positions.

**APPLICATIONS**

: 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: 13 MARCH 2026 @16H00**

**POST**

**SENIOR SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY  
HUMAN RESOURCE ADMINISTRATION DIRECTORATE**

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.

**SALARY  
CENTRE**

: R468 459 per annum (salary level 09)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Ref. No. DOT 08/2026)

**REQUIREMENTS**

: An undergraduate qualification in Safety Management (NQF Level 6); plus A minimum of 3-5 years' experience in an Occupational Health and Safety environment; plus, Registration with the relevant Professional Body; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Occupational Health and Safety Act, Regulations, SABS and specifications. Knowledge of the South African Constitution. Sound knowledge of fire protection. Knowledge of the, Labour Relations Act. Extensive knowledge in Occupational Health and Safety. Knowledge of building construction. Knowledge of technical, mechanical and administrative procedures. Knowledge of legislation of procedures. Knowledge of construction regulations. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993, Occupational Health and Safety Regulations and Hazardous Substance Act No. 55 of 1998. Knowledge of Fire Protection and Environmental Act. Knowledge of National Building Regulations Act No. 15 of 1973 as amended. Knowledge of Compensation for Injuries and Diseases Act of 1993. Knowledge of Disaster Management Act No. 57 of 2000 as amended. Knowledge of Public Sector policies, procedures and legislation. Knowledge of Access to Information Act and Public Service Regulatory Framework. Knowledge of Basic Conditions for Employment Act No. 55 of 1998 and National Treasury Guideline documents. Computer literacy. Good verbal and written communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Research, organising, facilitation and planning skills. Project and Basic Financial Management skills. Management skills. Team development and change management skills. Influencing and leadership skills. Decision making skills. Skills in the use of training aids. Report writing skills. Analytical and innovative skills. Firefighting and first aid skills. Self-disciplined and able to work under pressure with minimum supervision. Able to network with all levels of management, staff and outside clients. The ideal candidate should be dedicated, believe in transformation, be loyal, accurate, innovative, independent, time frame driven, meticulous, maintain confidentiality, be proactive, honest and have integrity. He/she should be reliable, patient, show commitment and professionalism, be culturally sensitive, a team player, show perseverance and be punctual.

**DUTIES:**

Implement monitoring protocols and corrective action investigations. Co-ordinate the establishment and maintenance of occupational health and safety structures. Provide OHS training and awareness. Provide advice, guidance and input to policies, strategies and procedures pertaining to Occupational Health and Safety (OHS). Supervise staff.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

Mr N Zondi 033 – 355 8653  
: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS**

: 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**ASSISTANT DIRECTOR: GOVERNMENT-OWNED VEHICLES**  
**CORPORATE SUPPORT SERVICES DIRECTORATE**

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.

**SALARY**  
**CENTRE**

: R468 459 per annum (salary level 09)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Ref. No. DOT 09/2026)

**REQUIREMENTS**

: An undergraduate qualification in Public Management Fleet Management (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in Government/Public Sector 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.

**DUTIES:**

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**  
**FOR ATTENTION**  
**NOTE**

Mr J Ncube 033 – 355 8619

Mr B Hornsby

: It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS**

: 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**PRINCIPAL PROVINCIAL INSPECTOR  
(TRAFFIC INFORMATION OFFICE)**

**SALARY**

: R397 116 per annum (salary level 08)

**CENTRE**

: Road Traffic Inspectorate, Head Office TMC (Ref. No. DOT 10/2025)

**REQUIREMENTS**

: A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

**DUTIES:**

Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**ENQUIRIES**

: Mr BW Davis / Ms SP Msimang 033 – 355 0442

**FOR ATTENTION**

: Mr B Hornsby

**NOTE**

: It is the intention of this Department to consider equity targets when filling this position. **KINDLY NOTE THAT THE 24/7 SHIFT SYSTEM WILL BE APPLICABLE.**

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabanzima 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**PRINCIPAL PROVINCIAL INSPECTOR**

**SALARY**

: R397 116 per annum (salary level 08)

**CENTRE**

: Public Transport Enforcement Unit, Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 11/2026)

**REQUIREMENTS**

: A Senior Certificate; plus Traffic Officer's Diploma; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

**DUTIES:**

Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**ENQUIRIES**

: Mr S Sithole 033 355 8826

**FOR ATTENTION**

: Mr B Hornsby

**NOTE**

: It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS**

: 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **CANDIDATE ENGINEERING TECHNICIAN (CIVIL) GRADE A (16 POSTS)**

**SALARY CENTRE** : R338 748 per annum (OSD) plus 37% in lieu of benefits – 4-year fixed contract

**REQUIREMENTS:** **Inkosi Mhlabunzima Maphumulo House:**  
 Technology Transfer Centre (Ref. No. DOT 12/2026)  
 A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Civil Engineering or relevant qualification: plus Compulsory registration with Engineering Council of South Africa as a "Candidate 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. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. Render technical services under supervision. Perform administrative and related functions. Research and Development.

**DUTIES:**

**ENQUIRIES FOR ATTENTION NOTE** : Ms SN Mngomezulu 033 – 355 8609  
 : Mr B Hornsby

**APPLICATIONS** : It is the intention of this Department to consider equity targets when filling these positions. **THE SUCCESSFUL CANDIDATES WILL BE DEPLOYED IN ANY OFFICE/ DISTRICT ACROSS THE PROVINCE OF KWAZULU NATAL**  
 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **CANDIDATE ENGINEERING TECHNICIAN (MECHANICAL) GRADE A (04 POSTS)**

**SALARY CENTRE** : R338 748 per annum (OSD) plus 37% in lieu of benefits – 4 year fixed contract

**REQUIREMENTS:** **Inkosi Mhlabunzima Maphumulo House:**  
 Technology Transfer Centre (Ref. No. DOT 13/2026)  
 A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Mechanical Engineering or relevant qualification. Compulsory registration with Engineering Council of South Africa as a "Candidate 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. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. Render technical services under supervision. Perform administrative and related functions. Research and Development.

**DUTIES:**

**ENQUIRIES FOR ATTENTION NOTE** : Ms SN Mngomezulu 033 – 355 8609  
 : Mr B Hornsby

**APPLICATIONS** : It is the intention of this Department to consider equity targets when filling these positions. THE SUCCESSFUL CANDIDATES WILL BE DEPLOYED IN ANY OFFICE/ DISTRICT ACROSS THE PROVINCE OF KWAZULU NATAL  
 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ADMINISTRATIVE OFFICER: FINANCIAL SYSTEMS & CONTROL: REVENUE CONTROL (02 POSTS)**

**SALARY CENTRE** : R325 101 per annum (salary level 07)  
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Financial Accounting Directorate) (Ref. No. DOT 14/2026)

**REQUIREMENTS:** A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus, A minimum of 3-5 years' appropriate experience in Financial Services; plus A valid driver's licence (Code EB or higher).  
Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and high level of confidentiality.

**DUTIES:** Reconcile Persal Interface with BAS accounting Report. Maintain and control all salary suspense accounts as per PFMA and Treasury Regulations. Provide update to management on the status of the Suspense Accounts. Facilitate the recovery and disbursement of employee salary deductions to relevant institutions. Management of human resources and development of staff.

**ENQUIRIES FOR ATTENTION NOTE** : Mrs N Zwane Tel. No.: 033 – 355 8801  
: Mr B Hornsby

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**ADMINISTRATIVE OFFICER: ACCOUNTING AND BOOKKEEPING**

**SALARY CENTRE**

R325 101 per annum (salary level 07)  
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Financial Accounting Directorate) (Ref. No. DOT 15/2026)

**REQUIREMENTS:**

A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus, A minimum of 3-5 years' appropriate experience in Financial Services; plus A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and maintain confidentiality.

**DUTIES:**

Provide accounting and Banking services. Facilitate interdepartmental communication and ensure procedural compliance with PFMA Act 1 of 1999 and applicable Treasury Regulations. Provide update to management on the status and reconciliation of the Suspense Accounts. Maintain effective and accurate records on BAS. Management of human resource and development of staff.

**ENQUIRIES FOR ATTENTION NOTE**

Mrs N Zwane Tel. No.: 033 – 355 8801  
Mr B Hornsby

**APPLICATIONS**

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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT, POLICY & PLANNING**

**SALARY CENTRE**

R325 101 per annum (salary level 07)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

(Public Transportation Policy & Planning Directorate) (Ref. No. DOT 16/2026)

**REQUIREMENTS:**

A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 4 years' administrative experience; 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 the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of the Employee Performance and Management System. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act and Promotion of Administrative Justice Act. Understanding of organizational objectives and values. Knowledge of project management and implementation processes. Computer Literacy. Verbal and written communication skills. Financial Management skills. Analytical skills. Office Management skills. Presentation and Interpersonal Relations skills. Report writing and time management skills. The ideal candidate must be dedicated, loyal, accurate, innovative, independent, time frame driven and maintain confidentiality. He/ She must also be honest, have integrity, be reliable, professional, a team player, punctual and have the ability to work under pressure.

**DUTIES:**

Provide administrative support to the Policy and Planning Directorate. Assist in the process of building and maintaining communication links for the directorate, consult with all relevant stakeholders (i.e. communities, municipalities, other departments, etc.) and community liaison. Prepare letters and general correspondence. Administration of the budget of the section. Identify and apply skills training needs of junior colleagues.

**ENQUIRIES FOR ATTENTION NOTE**

Mr SE Mdlalose

Tel. No.: 033 – 355 8894

Mr B Hornsby

**APPLICATIONS**

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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ADMINISTRATIVE CLERK (PRODUCTION): FINANCIAL SYSTEMS & REVENUE CONTROL: DEBT MANAGEMENT**

**SALARY CENTRE** : R228 321 per annum (salary level 05)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Ref. No. DOT 17/2026)

**REQUIREMENTS:** A Senior Certificate/ National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Knowledge of systems: Persal and BAS system. Computer literacy (Microsoft excel and word). Planning and organising skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. Numeric skills. Accountancy skills. The ideal candidate should be honest, reliable, innovative/ creative, trustworthy, loyal, friendly disposition, efficient, responsible, discretion and also should have an ability to work under pressure, ability to work individually and as part of a team and an ability to maintain confidentiality.

**DUTIES:** Maintain effective records of all in service and out of service debts. Facilitate and monitor the recovery of outstanding debts. Perform financial functions relating to the setting up of debts and recovery. Process debt write-offs in line with the approved debt management policy and established procedures. Review debt account records and compile monthly progress updates.

**ENQUIRIES FOR ATTENTION NOTE** : Mrs N Zwane 033 – 355 8801  
: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST**

**ADMINISTRATION CLERK: MOVABLE ASSETS**

**SALARY CENTRE**

R228 321 per annum (salary level 05)  
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Ref. No. DOT 18/2026)

**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 basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer, confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

**DUTIES:**

Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

**ENQUIRIES FOR ATTENTION NOTE**

Mr S Tom 033 – 355 8643

Mr B Hornsby

**APPLICATIONS**

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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ADMINISTRATIVE CLERK (PRODUCTION): TRAFFIC AND TRANSPORT SPECIALIZED INVESTIGATION (SPECIAL OPERATIONS DIRECTORATE)**

**SALARY CENTRE** : R228 321 per annum (salary level 05)  
: Inkosi Mhlabanzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 19/2026)

**REQUIREMENTS:** A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills. The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.

**DUTIES:** Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filing, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.

**ENQUIRIES FOR ATTENTION NOTE** : Mr S Sithole 033 – 355 8826  
: Mr B Hornsby

**APPLICATIONS** : 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 Mhlabanzima 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**

**POST** : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATION SUPPORT SERVICES (SPECIAL OPERATIONS DIRECTORATE)**

**SALARY CENTRE** : R228 321 per annum (salary level 05)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
(Ref. No. DOT 20/2026)

**REQUIREMENTS:** A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills. The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.

**DUTIES:** Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filing, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.

**ENQUIRIES FOR ATTENTION NOTE** : Mr S Sithole 033 – 355 8826  
: Mr B Hornsby

**APPLICATIONS** : 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](http://www.kznonline.gov.za/kznjobs).

**CLOSING DATE: 13 MARCH 2026 @16H00**