



transport

Department:
Transport
Province of KwaZulu-Natal

Private Bag X9043, PIETERMARITZBURG, 3200
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200
Tel: 033 355 8920

DIRECTORATE:

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 **13 June 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

29/05/2025
DATE

POST

**SALARY
CENTRE**

REQUIREMENTS:

DIRECTOR: HUMAN RESOURCE DEVELOPMENT (DOT 342/2025)

Kindly take note that this is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.

R 1 216 824.00 per annum (all inclusive, flexible remuneration package)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management (NQF Level 7) as recognised by SAQA; Applicants who possess the required Postgraduate qualification must also possess a three year undergraduate in the required qualification; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge Performance Management Framework. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of KwaZulu-Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of KwaZulu-Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

DUTIES:

Maintain and enhance an effective employee departmental performance management function. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resource Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resource Development Committee. Manage the development and implementation of National, Provincial and Departmental Directives/ Strategies/ Plans related to Human Resource Development. Manage the effective utilization of resources.

Ms C Zwane

033 – 355 8902

Mr C McDougall

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

**ENQUIRIES
FOR ATTENTION
NOTE**

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.

Closing date: 13 June 2025 (@ 16h00)

<u>POST</u>	:	<u>ENGINEER PRODUCTION GRADE A (04 POSTS)</u>
<u>SALARY</u>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<u>CENTRE</u>	:	Mentorship Training Division Directorate: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 343/2025)
<u>REQUIREMENTS:</u>		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. 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.
<u>DUTIES:</u>		Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Ms S Mngomezulu Mr C McDougall
	:	Tel. No.: 033 - 355 8609
<u>APPLICATIONS</u>	:	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 .

Closing date: 13 June 2025 (@ 16h00)

<u>POST</u>	<u>GISC TECHNICIAN PRODUCTION GRADE A-C</u>
<u>SALARY</u>	Grade A - R391 671 per annum (OSD) Grade B – R442 389 per annum (OSD) Grade C – R498 816 per annum (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	<u>Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg:</u> Road Declaration & Mapping Directorate (Ref. No. DOT 344/2025)
<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. Knowledge and understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. 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. Problem solving skills. Decision making skills. Teamwork skills. Analytical skills.
<u>DUTIES:</u>	Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis.
<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 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: 13 June 2025 (@ 16h00)

<u>POST</u>	:	<u>CHIEF ARTISAN GRADE A</u>
<u>SALARY</u>	:	R480 261- R547 635 per annum (dependent on experience) (OSD)
<u>CENTRE</u>	:	Mechanical, Ixopo (Ref. No. DOT 345/2025)
<u>REQUIREMENTS:</u>		An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/Diesel mechanic/Tractor mechanic/ Heavy Equipment mechanic; plus 10 years post qualification experience as an artisan/artisan foreman plus; Possession of a valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Project management knowledge. Technical design and analysis knowledge. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Production, process knowledge and skills. Decision making, teamwork and analytical skills. Creativity and change-management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer literacy. Problem solving and analysis skills. The ideal candidate should be honest, decisive, analytical and reliable.
<u>DUTIES:</u>		Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. 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. Liaise with related bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>		Mr L Songca 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 .

Closing date: 13 June 2025 (@ 16h00)

<u>POST</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER (02 POSTS)</u> Kindly take note that the post at Vryheid is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R397 116 per annum (salary level 08)
<u>CENTRE</u>	:	Cost Centre, Ixopo (Ref. No. DOT 346/2025) Cost Centre, Vryheid (Ref. No. DOT 347/2025)
<u>REQUIREMENTS:</u>		An appropriate recognized Bachelor's Degree/National Diploma in Developmental Studies, Communication Studies, Education or Road Safety and Traffic Management (NQF Level 6), plus A minimum of 3 years clerical/administration experience; plus A valid driver's licence (minimum code B); plus Proficiency in Isizulu and English. Knowledge, Skills and Competencies Required: Knowledge of Project Management, Data Analysis and Programme Development. Knowledge of Public Service Regulation, policies and procedures. Computer Literacy. Analytical and innovative thinking skills. Report writing skills. Research Methodology skills. Ability to work independently. Excellent communication skills (written and verbal). Problem solving, negotiation and teaching skills. The ideal candidate should be responsible, conscientious, committed to community development, have good interpersonal relations, be receptive to ideas and suggestions and have the ability to communicate with people at all levels. He/she should also believe in openness and transparency, maintain a high level of professionalism, have honesty, integrity, reliability and accountability.
<u>DUTIES:</u>		Implement Road Safety Programmes/Projects at community-based level through proper support and monitoring. Execute Departmental Road Safety related events in partnership with stakeholders. Actively engage in the development of the Road Safety annual performance plan and monitoring of the budget. Apply and interpret policies relevant to Road Safety programs. Promote public engagement around Road Safety.
<u>ENQUIRIES</u>		Ms G Hlabisa (Ixopo) 033 – 392 6600 Mrs EN Moloi (Vryheid) 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 .

Closing date: 13 June 2025 (@ 16h00)

<u>POST</u>	:	<u>ADMINISTRATIVE CLERK (PRODUCTION): LICENSING & ADMINISTRATION (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (salary level 05) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 348/2025)
<u>REQUIREMENTS:</u>		A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of the Public Service. Knowledge of e-Natis systems. Knowledge of the National Land Transport Act (NLTA). Knowledge of the National Public Transport Regulator (NPTR) and Republic of South Africa Constitution. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of Batho Pele principles. Computer literacy. Planning and organizing skills. Good verbal and written communication skills. Interpersonal skills. Customer care skills. The ideal candidate should be committed to organizational objectives / projects and programmes, responsible, punctual, flexible, conscientious and receptive to suggestions and ideas. He/she should also be loyal, honest, a team player, accurate, neat and tidy and comply with the code of conduct.
<u>DUTIES:</u>		Provide licensing, permit and registration services (service desk / bulk application). Perform back office administrative services. Provide customer care support services. Provide financial administration support services in the component.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Ms PZ Thabethe 033 – 355 0471 Mr B Hornsby
<u>APPLICATIONS</u>	:	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 .

Closing date: 13 June 2025 (@ 16h00)

<u>POST</u>	:	<u>CLEANER (05 POSTS)</u> Kindly take 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>	:	R138 486 per annum (salary level 02)
	:	<u>Road Traffic Inspectorate</u> Road Traffic Inspectorate, Empangeni (02 Posts) (Ref. No. DOT 349/2025) Road Traffic Inspectorate, Mtubatuba (01 Post) (Ref. No. DOT 350/2025) Road Traffic Inspectorate, Vryheid (01 Post) (Ref. No. DOT 351/2025) Road Traffic Inspectorate, Jozini (01 Post) (Ref. No. DOT 352/2025)
<u>REQUIREMENTS:</u>		AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<u>DUTIES:</u>		Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr ET Zulu 035 - 787 1442/1445/1447 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 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 .

Closing date: 13 June 2025 (@ 16h00)