



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 **29 September 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

11/09/2025
DATE

<u>POST</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING (REF. NO. 353/2025)</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>	:	R1 266 714 per annum (all Inclusive, flexible remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS:</u>	:	An undergraduate qualification in a Finance or Accounting field (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a financial management environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the financial prescripts of the Public Finance Management Act and Treasury Regulations. Knowledge of advanced financial and analytical methodologies. Knowledge of the financial management information systems in the Province. Knowledge of the Labour Relations Act. Knowledge of computer-based information systems. Project management skills – provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending courses of action. Communication skills – prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills. Functional ability – maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries. Skills in coaching and developing people – ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge. Computer literacy. The ideal candidate should be a quick thinker – provide financial information for planning and decision making and recommending courses of action where tight deadlines apply. He / she should also be an innovative thinker, problem solver and a team player – contribute to team effort by accomplishing results as needed.
<u>DUTIES:</u>	:	Manage departmental financial system and user configuration. Implement and maintain system policies from National and Provincial Treasury. Ensure improved Financial Accounting, i.e. develop, implement, maintain and coordinate accounting policies, reports, procedures and practices compliant with Generally Recognised Accounting Practices and in line with Modified Cash Standards. Ensure efficient management of departmental Bookkeeping and Accounting services and reporting thereof. Produce departmental financial reports, Annual Financial Statements and Interim Financial Statements. Facilitate improved financial management, i.e. develop, implement and co-ordinate accounting policies, procedures and practices compliant with generally recognised accounting practices. Co-ordinate the compilation of risk assessment and fraud prevention plans and the carrying out of compliance inspections to promote accountable financial administration.
<u>ENQUIRIES</u>	:	Mr T Nkosi 033 – 355 8792
<u>FOR ATTENTION</u>	:	Mr C McDougall
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<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,

Closing date for applications for all posts is 29 September 2025 @16H00

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>CHIEF ENGINEER GRADE A</u>
<u>SALARY</u>	:	Commencing Salary: R 1 266 450 Per Annum (OSD)
<u>CENTRE</u>	:	(all-inclusive remuneration package)
<u>REQUIREMENTS:</u>	:	<p>Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Policy & Planning Directorate) (REF. NO. DOT 354/2025)</p> <p>An engineering degree (B Eng / BSC (ENG); plus 6 (Six) 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, Legal and operational compliance knowledge. Engineering operational communication knowledge. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of creating high performance culture. Knowledge of technical consulting. Knowledge of engineering and professional judgement. Strategic capability and leadership skills. Problem solving and analysis skills. Decision-making, team leadership, creativity and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer literacy. Conflict management, people management and negotiation skills. Change management skills. Knowledge of traffic studies. Knowledge of Highway capacity. Strong traffic engineering competency in relation developments and road improvements.</p>
<u>DUTIES:</u>		<p>Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People Management.</p>
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	<p>Ms B Ntombela 033 – 355 8988 Mr C McDougall</p>
<u>APPLICATIONS</u>	:	<p>It is the intention of this Department to consider equity targets when filling this position.</p> <p>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.</p>

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<u>POST</u>	:	<u>ENGINEER PRODUCTION GRADE A (02 POSTS)</u>
<u>SALARY</u>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<u>CENTRE</u>	:	Regional Office, Durban Road Pavement & Traffic Engineering, Durban (Ref. No. DOT 355/2025)
<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. 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.
<u>DUTIES:</u>		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.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr MBB Gumede Mr C McDougall Tel. No.: 031 – 700 2222
<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 .

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POST**CONTROL PROVINCIAL INSPECTOR**

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)
Road Traffic Inspectorate

Road Traffic Law Administration: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (Ref. No. DOT 356/2025)

REQUIREMENTS:

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 VK Chetty Tel No. 033 - 355 8880

Mr B Hornsby

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

APPLICATIONS:

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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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POST**DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY &
EMPLOYEE HEALTH AND WELLNESS
HUMAN RESOURCE ADMINISTRATION DIRECTORATE****SALARY
CENTRE**

R896 436 per annum (salary level 11) (all-inclusive remuneration package)
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
(Ref. No. DOT 357/2025)

REQUIREMENTS:

An undergraduate qualification in Safety Management, Social Work or Psychology (NQF Level 6 or 7); plus, Registration with the relevant Professional Body; plus, A minimum of 3 years junior management experience in an Occupational Health and Safety environment and Employee Health and Wellness; 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. Knowledge of the Labour Relations Act. 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:

Manage the promotion of Employee Health and Wellness Programme within the Department. Manage the establishment and maintenance of occupational health and safety structures. Monitor the implementation of the Safety, Health and Environmental Quality (SHERQ) management programme. Ensure the implementation of Departmental HIV and AIDS and TB management programme. Develop and implement policies, strategies and procedures pertaining to Occupational Health and Safety (OHS) and Employee Health and Wellness. Manage resources of the Sub-directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

Mr N Zondi 033 – 355 8653

Mr C McDougall

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

APPLICATIONS

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POST**SALARY
CENTRE****REQUIREMENTS:****DUTIES:****ENQUIRIES:
FOR ATTENTION
NOTE****APPLICATIONS****DEPUTY DIRECTOR: EXECUTIVE SUPPORT**

R 896 436 per annum (salary level 11) (all-inclusive remuneration package)
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
(Ref. No. DOT 358/2025)

A undergraduate qualification majoring in Public Administration or Office Management field (NQF Level 7 or higher); plus a minimum of 3 years' junior management experience; plus a valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Republic of South African Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge of policy analysis and development. Knowledge of Organization behaviour analysis. Knowledge of Ministerial Handbook. Knowledge of Provincial Growth and Development Plan. Knowledge of Ministry operations. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Analytical thinking skills. Communication skills. Presentation and facilitation skills. Interpersonal relation skills. Research skills. Report writing skills. Policy formulation skills. Conflict management skills. Strategic planning skills. Problem solving skills. Project management. Computer literacy. The ideal candidate should be loyal, accuracy, innovative and be independent. He/ she should be strictly confidential, be proactive and honest, he/ she should also show integrity, be reliable and be patience. The ideal candidate must also be a team player, must show perseverance, be punctual, show professionalism and must also be able to work under pressure.

Co- ordinate executive administrative support. Manage secretariat services. Provide document management support services. Manage the development and implementation of policies. Manage the resources of the Directorate.
Ms S Ngubo Tel: 033-355 8808
Mr B Hornsby

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

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POST**SALARY
CENTRE****REQUIREMENTS:****DEPUTY DIRECTOR: MECHANICAL**

R896 436 per annum (salary level 11) (all-inclusive remuneration package)
Regional Office, Durban (Ref. No. DOT 359/2025)

A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate Bachelor's Degree or National Diploma in (T/S/N-Stream) in the Mechanical Engineering field (NQF Level 6 or higher); plus A minimum of 3 years' junior management experience in the field of preventative maintenance and repairs of earthmoving equipment plant; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: In depth knowledge of maintenance and repairs management of plant. A sound knowledge of Plant fleet management. A wide knowledge of oil analysis programme. Knowledge of Road Traffic and Transportation legislation, Dangerous Goods Regulations, Occupational Health and Safety Act (OHS), Environmental Conservation Act. Sound knowledge of Transport regulations (eNATIS). Sound knowledge of administrative processes. Sound knowledge of procurement procedures. Sound knowledge of delegation of authority. Sound knowledge of disciplinary procedures/Labour Relations. Sound knowledge of EPMDS procedures. Sound knowledge of Public Finance Management Act (PFMA) and Practice Notes. Knowledge and understanding of Public Service legislation such as Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Employment Equity Act. Literacy and numeric skills. Driving skills (certificate of competency). Operating equipment skills. Basic language skills. Computer literacy (MS Windows based programmes and PJC computer programme). Project and Financial Management skills. Training and mentorship skills. First Aid skills to attend to minor injuries. Ability to interpret and apply policies. Analytical, innovative, negotiating and problem - solving skills. Accurate diagnosis of defects. Accurate interpretation of oil analysis returns. Management and leadership skills. Planning and organizing skills. Interpersonal skills.

DUTIES:

Manage maintenance and repairs of plant and vehicles. Develop business plan and manage expenditure performance. Manage human resources in terms of prescribed policies. Maintain compliance of OHS and Environmental Act at work. Develop and maintain sound relationships with all stakeholders.

Mr EM Sithole 031 – 700 2222

Mr C McDougall

**ENQUIRIES
FOR ATTENTION
NOTE**

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

APPLICATIONS

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<u>POST</u>	<u>CONTROL ENGINEERING TECHNICIAN GRADE A</u>
<u>SALARY</u>	: R551 493 per annum (OSD)
<u>CENTRE</u>	: Technical Services Regional Office, Empangeni (Ref. No. DOT 360/2025)
<u>REQUIREMENTS:</u>	: An undergraduate qualification in Engineering or related field (NQF Level 6 or higher); plus A minimum of 3 years junior management experience in an Engineering environment; plus Compulsory registration with ECSA as an 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. Teamwork skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (written & verbal). Computer literacy. Planning and organising skills. People management skills. Proven and well developed interpersonal and communication skills (both written and verbal). The ideal candidate should demonstrate leadership qualities, time management and be proactive. He/ she must be creative, innovative, honest, visionary, teamwork orientated, maintain confidentiality, have sound interpersonal relations, be assertive, analytical thinker, receptive to ideas and possess leadership qualities.
<u>DUTIES:</u>	: Manage Technical services. Manage Administrative and related functions. Research and develop continuous professional developments to keep up with new technologies and procedures. Manage, supervise and control technical and related personnel and assets
<u>ENQUIRIES</u>	Ms TK Dingiswayo
<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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POST**SENIOR SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY
HUMAN RESOURCE ADMINISTRATION DIRECTORATE****SALARY
CENTRE**

: R468 459 per annum (salary level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 (Ref. No. DOT 361/2025)

REQUIREMENTS

: An undergraduate qualification in Safety Management (NQF Level 6); plus A minimum of 3 years' experience in an Occupational Health and Safety environment; 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. 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.

Closing date for applications for all posts is 29 September 2025 @16H00

<u>POST</u>	:	<u>ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT</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>	:	R468 459 per annum (salary level 09) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg Information Technology Management Services (Ref. No. DOT 362/2025)
<u>REQUIREMENTS:</u>	:	An undergraduate qualification in an IT field (NQF Level 6); plus A minimum of 3 years' supervisory experience in an Information Technology environment; plus 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 and Public Service Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of Human Resource prescripts. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Labour Relations Act. Knowledge of Active Directory and MS Exchange. Knowledge of Microsoft Windows operating system. Knowledge of Project Management. Knowledge of Information Technology policies and standards. Knowledge of Contract Management. Knowledge of Antivirus. Knowledge of Virtual environment. Knowledge of Server Infrastructure Management. Knowledge of Information Technology Audit and Governance. Knowledge of Procurement processes. Knowledge of computer system analysis. Knowledge of system administration. Knowledge on compilation of management reports. Knowledge of Promotion of Access to information Act. Knowledge of SITA Act. Knowledge of computer software and hardware. Knowledge of computer operating system. Knowledge of National Intelligence Agency IT guidelines. Knowledge of Occupational Health and Safety Act. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination. Knowledge of any other relevant Acts/legislative Mandates. Problem solving skills. Interpersonal relations and training skills. Strategic planning, budgeting and facilitation skills. Language and listening and presentation skills. Analytical thinking and interpersonal relations skills. Organising, research, analytical and leadership skills. Time management and report writing management skills. Good communication (verbal and written) skills. Conflict and change management skills. Self-discipline. Project, people and relationship management skills. Decision making skills. The ideal candidate should have the ability to work under pressure independently be willing to learn new technologies and have the ability to communicate at all levels. He/she must be creative, a team player, trustworthy, assertive hard working self-motivated, innovative, time frame driven, meticulous, maintain confidentiality, be proactive, honest, have integrity, be reliable, patient, show commitment, be professional, culturally sensitive, have perseverance and be punctual.
<u>DUTIES:</u>	:	Facilitate the development and implementation of digital strategy project plan and schedule. Monitor project progress to ensure that it is progressing as planned. Ensure project management administration. Manage the resources.
<u>ENQUIRIES: FOR ATTENTION NOTE</u>	:	Mr N Ndamane Tel No. 033 355 8834 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 .

Closing date for applications for all posts is 29 September 2025 @16H00

POST**SALARY****CENTRE****REQUIREMENTS:****DUTIES:****ENQUIRIES:****FOR ATTENTION****NOTE****APPLICATIONS****ADMINISTRATIVE OFFICER**

R325 101 per annum (salary level 07)

Road Traffic Inspectorate, Pinetown, (Ref. No. DOT 363/2025)

A Senior Certificate/ National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years clerical/ administration experience; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Legislation, processes, procedures, PFMA, Road Traffic Act 93/ 1996 relating to environment. Knowledge of Departmental reporting structures and administrative procedures. Knowledge of e-Natis, Public Service Code of conduct. Knowledge of Archiving, Basic Conditions of Employment Act, Labour Relations Act, and EPMDS. Knowledge of Traffic Law Administration and traffic development processes. Knowledge of Trafman. Computer Literacy. Interpersonal skills. Customer relations skills. Resource Management skills. Problem solving skills. Records Management skills. Good verbal and written communication skills. The ideal candidate must be reliable, friendly, honest, have integrity and be polite.

Supervision of general clerical support services. Supervision of registry services. Supervision of personnel administration. Supervision of financial administration. Provide an effective office service to the Pinetown Testing centre as well as compile returns and statistics of licensing drivers, enforcement activities and submit returns iro stationery, orders and equipment. Participate in service delivery programmes and support the goals of service delivery and the priorities of the Department.

Mr VK Chetty

Tel No. 033 - 355 8880

Mr B Hornsby

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.

Closing date for applications for all posts is 29 September 2025 @16H00

<u>POST</u>	:	<u>ADMINISTRATIVE OFFICER (06 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (salary level 07)
<u>CENTRE</u>	:	Provincial Regulatory Entity: Ugu District (01 Post) (Ref. No. DOT 364/2025) Umkhanyakude District (01 Post) (Ref. No. DOT 365/2025) Ethekwini Metro (01 Post) (Ref. No. DOT 366/2025) King Cetshwayo District (01 Post) (Ref. No. DOT 367/2025) Ilembe District (01 Post) (Ref. No. DOT 368/2025) Uthukela District (01 Post) Ref. No. DOT 369/2025)
<u>REQUIREMENTS:</u>		A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3-5 years' experience required. Knowledge, Skills and Competencies Required: Knowledge of Public Service Act. Knowledge of E-Natis Systems. Knowledge of National Land Transport Act (NLTA). Knowledge of National Public Transport Regulator (NPTR). Knowledge of South African Constitution, Public Service Regulations and PFMA. Knowledge of Batho Pele Principles. Computer Literacy. Organisational and Planning skills. Good communication skills – verbal and written. Interpersonal skills. Customer Care skills. The ideal candidate should have ethical behaviour (Honesty and Loyalty), be responsible, punctual, conscientious, flexible, receptive to suggestions and ideas, be a team player, be accurate, be neat and tidy and comply with the Code of Conduct.
<u>DUTIES:</u>		Provide licensing, permit and registration services (service desk / bulk application). Provide back office administrative services. Provide customer care support services. Provide financial administration support services in the component. Supervise human resources / staff
<u>ENQUIRIES:</u>		Ms S Makhathini Tel No. 033 - 355 0471
<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 for applications for all posts is 29 September 2025 @16H00

POST**: DESKTOP PUBLISHER**

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

: R325 101 per annum (salary level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
(Communications Support Directorate) (Ref. No. DOT 370/2025)

REQUIREMENTS:

A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus A minimum of 1 year experience in the Design, printing and publishing 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. Interpersonal relations skills. (verbal and written). Photographic skills. 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, Premier Pro 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.

DUTIES:

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.

**ENQUIRIES:
FOR ATTENTION
NOTE**

Ms N Mcetywa Tel No. 033 - 355 0628
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

Closing date for applications for all posts is 29 September 2025 @16H00

<u>POST</u>	:	<u>ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (14 POSTS)</u>
<u>SALARY</u>	:	<p>GRADE A -R 243 597 per annum (dependent on experience) (OSD) (No experience required)</p> <p>GRADE B -R 285 816 per annum (dependent on experience) (OSD) (At least 18 years' experience)</p> <p>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)</p>
<u>CENTRE</u>	:	<p><u>Ladysmith Region (04 Posts)</u> Mechanical, Ladysmith (02 Posts) (Ref. No. DOT 371/2025) Mechanical, Newcastle (01 Post) (Ref. No. DOT 372/2025) Mechanical, Bergville (01 Post) (Ref. No. DOT 373/2025)</p> <p><u>Empangeni Region (03 Posts)</u> Mechanical, Nongoma (03 Posts) (Ref. No. DOT 374/2025)</p> <p><u>Pietermaritzburg Region (03 Posts):</u> Mechanical, Structure Shop (01 Post) (Ref. No. DOT 375/2025) Mechanical, Mountain Rise (01 Posts) (Ref. No. DOT 376/2025) Mechanical, Underbeg (01 Post) (Ref. No. DOT 377/2025)</p> <p><u>Durban Region (04 Posts):</u> Auxiliary Workshop, Metro (02 Posts) (Ref. No. DOT 378/2025) Mechanical, Stanger (01 Post) (Ref No. DOT 379/2025) Concrete Team, Metro (01 Post) (Ref No. DOT 380/2025)</p>
<u>REQUIREMENTS:</u>		<p>An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/ Tractor Mechanic/Diesel mechanic; 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.</p>
<u>DUTIES:</u>		<p>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.</p>
<u>ENQUIRIES</u>	:	<p>Ms S Afrika (Durban Region) Tel. No.: 031 - 700-2222 Mr L Songca (Pietermaritzburg Region) Tel. No.: 033 - 392 6600 Mr MP Ntuli (Ladysmith Region) Tel. No.: 036 – 638 4400 Ms T Dingiswayo (Empangeni Region) Tel. No.: 035 – 562 0262 Mr B Hornsby</p>
<u>FOR ATTENTION 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 for applications for all posts is 29 September 2025 @16H00

POST
SALARY
CENTRE

ADMINISTRATION CLERK (33 POSTS)

R228 321 per annum (salary level 05)

Provincial Regulatory Entity:

Capturing/ Gazetting and Issuing (RA) (01 Post) (Ref. No. DOT 381/2025)

Ugu District (04 Posts) (Ref. No. DOT 382/2025)

Umkhanyakude District (04 Posts) (Ref. No. DOT 383/2025)

Ethekwini Metro (09 Posts) (Ref. No. DOT 384/2025)

King Cetshwayo District (04 Posts) (Ref. No. DOT 385/2025)

Ilembe District (04 Posts) (Ref. No. DOT 386/2025)

Uthukela District (04 Posts) Ref. No. DOT 387/2025)

Umgungundlovu District (03 Posts) (Ref. No. DOT 388/2025)

REQUIREMENTS:

A Senior Certificate/ National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of Public Service Act. Knowledge of E-Natis Systems. Knowledge of National Land Transport Act (NLTA). Knowledge of National Public Transport Regulator (NPTR). Knowledge of South African Constitution, Public Service Regulations and PFMA. Knowledge of Batho Pele Principles. Computer Literacy. Organisational and Planning skills. Good communication skills – verbal and written. Interpersonal skills. Customer Care skills. The ideal candidate should have ethical behaviour (Honesty and Loyalty), be responsible, punctual, conscientious, flexible, receptive to suggestions and ideas, be a team player, be accurate, be neat and tidy and comply with the Code of Conduct.

DUTIES:

Provide licensing, permit and registration services (service desk / bulk application). Provide back office administrative services. Provide customer care support services. Provide financial administration support services in the component.

ENQUIRIES:
FOR ATTENTION
NOTE

Ms S Makhathini

Tel No. 033 355 0471

Mr B Hornsby

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, 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 29 September 2025 @16H00

POST**ADMINISTRATIVE CLERK (PRODUCTION): OFFICE SERVICES****SALARY
CENTRE**

R228 321 per annum (salary level 05)

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

(Corporate Support Services Directorate) (Ref. No. DOT 389/2025)

REQUIREMENTS:

A Senior Certificate/ National Certificate (Vocational) NQF Level 4 Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Computer literacy. Planning and organisational skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. The ideal candidate should be honest, reliable, innovative, creative, have the ability to work under pressure, work individually and as part of a team, maintain confidentiality, interpersonal relations, trustworthiness, loyalty, friendly disposition, efficient and responsible. 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.

DUTIES:**ENQUIRIES:
FOR ATTENTION
NOTE**

Ms S Simelane

Tel No. 033 355 8627

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.

Closing date for applications for all posts is 29 September 2025 @16H00

<u>POST</u>	:	<u>ADMINISTRATION CLERK: MOVABLE ASSETS</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>	:	R228 321 per annum (salary level 05)
<u>REQUIREMENTS:</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post) (Ref. No. DOT 390/2025) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr S Tom 033 – 355 8643 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 .

Closing date for applications for all posts is 29 September 2025 @16H00

POST

**: ADMINISTRATION CLERK (PRODUCTION): OCCUPATIONAL
HEALTH AND SAFETY (02 POSTS)
HUMAN RESOURCE ADMINISTRATION DIRECTORATE**

SALARY
CENTRE

R228 321 annum (salary level 05)
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (02 Posts)
(Ref. No. DOT 391/2025)

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 clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organising skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility and teamwork skills. The ideal candidate should be honest, reliable, must be innovative/creative, have the ability to work under pressure, work individually and part of a team, and to maintain confidentiality. He/she must also be trustworthy, loyal, have a friendly disposition and be efficient and responsible. 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.

DUTIES:

ENQUIRIES
FOR ATTENTION
NOTE

Mr N Zondi 033 – 355 8653
: 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.

Closing date for applications for all posts is 29 September 2025 @16H00

<u>POST</u>	<u>PERSONAL ASSISTANT (TO THE DIRECTOR: SECURITY SERVICES)</u>
<u>SALARY</u>	R325 101 per annum (salary level 07)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post) (Ref. No. DOT 392/2025)
<u>REQUIREMENTS:</u>	A Secretarial Diploma or equivalent qualification related to secretarial; plus a minimum of 3 years 's experience in rendering a support service to senior management. Knowledge, Skills and Competencies Required: Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people management skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation skills. Able to work under pressure.
<u>DUTIES:</u>	Provide a secretarial/receptionist support service to the Director. Render administrative support services. Provide support to the Director regarding meetings. Support the Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Proofread and analyse submissions/documents and advise the Director accordingly.
<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 .

Closing date for applications for all posts is 29 September 2025 @16H00

POST**AUDIO VISUAL TECHNICIAN (02 POSTS)**
(COMMUNICATIONS SUPPORT DIRECTORATE)**SALARY**
CENTRE

: R325 101 per annum (salary level 07)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : (Ref. No. DOT 393/2025)

REQUIREMENTS

: National Diploma (NQF Level 6) in Photography, Video Technology or Degree in Television and Broadcasting; plus A minimum of 2 years' experience in photo and video production. Knowledge, Skills and Competencies Required: Knowledge of video production, photography editing, video camera operation, script writing for video and Digital Asset Management. Video and photography camera technique skills. Video editing, software and hardware, script writing skills. Skills in operating advanced video equipment. Computer literacy. Writing skills. Design and layout skills. Problem solving skills. Decision making skills. Leadership skills. Project management skills. Creativity skills. Social Media Management skills. Innovation skills. Planning skills. Analytical skills. Story telling skills. The ideal candidate should be professional and reliable.

DUTIES:

Video filming of all Departmental events, take photographs during all Departmental functions as well as transcribe speeches as and when assigned by the supervisor. Establish, develop and maintain the Audio-Visual Centre within the Department. Assist in updating internet and intranet. Manage the Audio-Visual Centre and ensure that it is constantly updated. Assist in providing external customers with audio visual material and to provide this material during exhibitions in order to promote the good image of the Department.

ENQUIRIES:
FOR ATTENTION
NOTE

: Mr M Ndlovu Tel No. 033 355 0658
 : 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.

Closing date for applications for all posts is 29 September 2025 @16H00

POST

SENIOR PROVINCIAL INSPECTOR (10 POSTS)

Kindly note that some of these posts are a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY
CENTRE

R325 101 per annum (salary level 07)

Empangeni Region (03 Post):

Road Traffic Inspectorate, Empangeni (01 Post) (Ref. No. DOT 394/2025)

Road Traffic Inspectorate, Mtubatuba (01 Post) (Ref. No. DOT 395/2025)

Road Traffic Inspectorate, Vryheid (01 Post) (Ref. No. DOT 396/2025)

Durban Region (03 Posts):

Road Traffic Inspectorate, Port Shepstone (02 Posts) (Ref. No. DOT 397/2025)

Road Traffic Inspectorate, Winkelspruit (01 Post) (Ref. No. DOT 398/2025)

Pietermaritzburg Region (01 Post):

Road Traffic Inspectorate, Pietermaritzburg (01 Post) (Ref. No. DOT 399/2025)

Ladysmith Region (03 Posts):

Road Traffic Inspectorate, Ladysmith (02 Posts) (Ref. No. DOT 400/2025)

Road Traffic Inspectorate, Greytown (01 Post) (Ref. No. DOT 401/2025)

REQUIREMENTS:

A Senior Certificate; plus Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus A valid driving licence (minimum code B); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies. Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records, resource and customer relationship management skills. Literacy skills (written and verbal communication skills in at least two of the provincial languages). Conflict resolution and driving skills. Negotiation, interpretation and legal evidential skills. Observation skills (moving violations/defects). Ability to work under pressure. Mentoring and coaching skills.

DUTIES:

Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislations. Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.

ENQUIRIES
FOR ATTENTION
NOTE

Mr VK Chetty 033 – 355 8880

Mr B Hornsby

It is the intention of this Department to consider equity targets when filling these positions. **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 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 29 September 2025 @16H00

<u>POST</u>	<u>PROVINCIAL INSPECTOR (67 POSTS)</u> <i>THESE POSTS ARE FOR QUALIFIED TRAFFIC OFFICERS</i> 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>	R269 499 per annum (salary level 06) <u>Empangeni Region (14 Posts):</u> Road Traffic Inspectorate, Empangeni (03 Posts) (Ref. No. DOT 402/2025) Road Traffic Inspectorate, Nongoma (01 Post) (Ref. No. DOT 403/2025) Road Traffic Inspectorate, Mtubatuba (03 Posts) (Ref. No. DOT 404/2025) Road Traffic Inspectorate, Vryheid (03 Posts) (Ref. No. DOT 405/2025) Road Traffic Inspectorate, Ulundi (04 Posts) (Ref. No. DOT 406/2025) <u>Durban Region (40 Posts):</u> Road Traffic Inspectorate, Groutville (01 Post) (Ref. No. DOT 407/2025) Road Traffic Inspectorate, Port Shepstone (08 Posts) (Ref. No. DOT 408/2025) Road Traffic Inspectorate, Pinetown (22 Posts) (Ref. No. DOT 409/2025) Road Traffic Inspectorate, Umdloti (05 Posts) (Ref. No. DOT 410/2025) Road Traffic Inspectorate, Winkelspruit (04 Posts) (Ref. No. DOT 411/2025) <u>Pietermaritzburg Region (11 Posts):</u> Road Traffic Inspectorate, Ixopo (01 Post) (Ref. No. DOT 412/2025) Road Traffic Inspectorate, Pietermaritzburg (05 Posts) (Ref. No. DOT 413/2025) Road Traffic Inspectorate, Umzimkhulu (05 Posts) (Ref. No. DOT 414/2025) <u>Ladysmith Region (02 Posts):</u> Road Traffic Inspectorate, Dundee (02 Posts) (Ref. No. DOT 415/2025)
<u>REQUIREMENTS:</u>	A Senior Certificate; plus A valid Driving Licence (minimum Code B); plus Basic Traffic Officers Diploma; plus One year practical experience in law enforcement; plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of Road Traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000. Knowledge of code of conduct. Knowledge of dangerous goods. Knowledge of Departmental policies. Knowledge of guidelines from Director of Public Prosecutions. Knowledge of Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records and resource management skills. Customer relationship management skills. Literacy skills (Written and verbal communication skills in at least two of the provincial languages). Negotiation and conflict resolution skills. Driving skills. Interpretation skills. Legal evidential skills. Observation skills (moving violations / defects). Ability to work under pressure.
<u>DUTIES:</u>	Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Mr V Chetty Tel. No.: 033 – 355 8880 Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions. <u>KINDLY NOTE THAT THE 24/7 SHIFT SYSTEM WILL BE APPLICABLE.</u>
<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>TRAINEE PROVINCIAL INSPECTOR (200 POSTS)</u>
<u>SALARY CENTRE</u>	R193 359 per annum (salary level 04) Traffic Training College Pietermaritzburg during the period of training. Upon successful completion of the Traffic Officer's Diploma, successful candidates must be prepared to be placed at any of the RTI stations across the KwaZulu-Natal Province (Ref. No. DOT 416/2025)
<u>REQUIREMENTS:</u>	A Senior Certificate or equivalent qualification (NQF Level 4); plus A valid Code B driving licence – manual transmission; plus Have no criminal record – Successful candidates will undergo a full SAPS clearance screening before being appointed; plus Applicants to provide a medical certificate from a medical practitioner (doctor or clinic) which is not older than 3 months as proof that he/she may perform strenuous exercise. Physical fitness allowing a person to perform strenuous exercise is a requirement. Please note that successful candidates will also be subjected to a full medical examination at State expense to determine fitness before confirmation of appointment; plus Applicants may not be older than 35 years of age on the first day of enrolment at the Traffic Training College; plus Applicants must be a South African Citizen or a Permanent Resident; plus Applicants must be a fit and proper person.. Knowledge, Skills and Competencies Required: Problem solving skills; Good verbal and written communication skills; Driving skills; Innovative and independent thinking skills; Ability to work as part of a team; Ability to interpret and apply legislation and policies.
<u>DUTIES</u>	Enforce Road Traffic, Public Passenger and Transport Legislation through inter alia:- i. Implement planned and approved traffic law enforcement activities. ii. Ensure the free flow of traffic through point duty and traffic control at congested areas. iii. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. iv. Participate in traffic policing projects and speed testing operations. v. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. vi. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS) through inter alia:- i. Conduct learner and driver licence tests. ii. Conduct vehicle road worthy test. iii. Monitor compliance of DLTC and VTS. Provide visible Traffic Control / Policing and promote / ensure crime prevention activities through inter alia:- i. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. ii. Participate in roadblocks and/or special law enforcement operations. iii. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties through inter alia:- i. Maintain effective administrative procedures. ii. Compliance with the Firearm and Ammunition Act 60/2000. iii. Compliance with activities as outlined in the operational plans. iv. Participate in Human Resource Development Programs. v. Promote effective and efficient service delivery to clients. vi. Maintain professional corporate image of Directorate: Traffic Law Enforcement
<u>ENQUIRIES FOR ATTENTION NOTE</u>	Mr VK Chetty 033-355 8880 Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions. Successful applicants will be appointed as a Trainee Provincial Inspector (commencing salary R193 359 per annum) for a fixed period of two years during which time they will be required to successfully complete the Traffic Officer's Diploma Course. On successful completion of the Traffic Officer's Diploma Course within the two-year fixed period, the Trainee Provincial Inspector will be employed in a permanent capacity on 12 calendar months' probation as a Provincial Inspector (salary level 6) without a break in service. Trainee Provincial Inspectors who do not successfully complete the Traffic Officer's Diploma Course after the two-year fixed period will automatically have their employment terminated. Persons currently in the employ of the Public Service would be required to resign from their present positions, should they be successful for and appointed as Trainee Provincial Inspectors.

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Applicants will be required to undergo the following competency tests / examinations:- 1. Written Competency Test; 2. Practical Driving Evaluation; 3. Medical Examinations; 4. Fitness Test; 5. Criminal Record and Personnel Suitability Checks; and 6. Formal Interviews. Successful applicants will be required to:- 1. Enter into contract of employment including a Performance Agreement pertaining to Trainee Provincial Inspector whilst being trained at the Traffic Training College; 2. Work shifts, including weekends and Public Holidays whilst being trained at the Traffic Training College - **KINDLY NOTE THAT THE 24/7 SHIFT SYSTEM WILL BE APPLICABLE**; and 3. Undergo physical training whilst at the Traffic Training College. Successful applicants must be able to bear arms and undergo training and competency tests in terms of the Firearm Control Act. Applicants will be required to complete an indemnity form relating to the various recruitment processes. Applicants will be subjected to alcohol screening at all stages of the selection process. Applicants found to have positive readings will be immediately disqualified. Successful applicants must serve a minimum of 12 months within the Road Traffic Inspectorate after completing the Traffic Officer Diploma Course. Failure to do so will result in candidates being liable for the full course fees as prescribed by the Traffic Training College.

APPLICATIONS

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