



transport

Department:
Transport
Province of KwaZulu-Natal

DIRECTORATE:

Human Resource Practices
Enquiries: Ms H Masango

Private Bag X9043, PIETERMARITZBURG, 3200
Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200
Tel: 033 355 0443

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 some of 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**). Applicants are advised that **all fields of the new Z83 form are compulsory to complete** and that the application should be signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialed, dated and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed Curriculum Vitae (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:

- **Originally** Certified copies of qualifications, 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) Shortlisted candidates may be required to undergo a competency test.
 - (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) Applications are to be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
 - (j) **Applications may alternatively be 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 **07 July 2023 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

MS N.S. DLAMINI
ACTING DIRECTOR
HUMAN RESOURCE PRACTICES

2023-06-23

DATE

POST: ROAD WORK SUPERINTENDENT (02 POSTS)

CENTRE: **EMPANGENI REGION (02 POSTS):**
NONGOMA (REF. NO. DOT 87/2023)
MAHLABATHINI (REF. NO. DOT 113/2023)

SALARY: R359 517 PER ANNUM (SALARY LEVEL 08)

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus
- Minimum of six (6) years' experience in road maintenance /construction environment; plus
- A valid driver's licence (Minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Job Knowledge.
- Communication skills.
- Interpersonal relation skills
- Flexibility skills.
- Team-work skills.
- Accuracy.
- Aptitude for figures.
- Computer Literacy.
- Planning and organisation skills.
- Good verbal and written communication skills.

KEY PERFORMANCE AREAS:

- Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads.
- Develop maintenance schedules for assets (roads, plant, equipment, etc)
- Plan and prepare a weekly/monthly site programme.
- Manage contracted services, project management and final inspection for capital projects.
- Provide technical advice on claims against the Department.
- Monitor and check the quality of work done by contractors/maintenance teams.
- Manage staff.

ENQUIRIES: Ms NS Ngcobo

Tel. No.: 035 – 879 8102

CLOSING DATE: 07 July 2023 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
Applications may alternatively be 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.

POST: ROAD WORK FOREMAN (20 POSTS)

CENTRE: **EMPANGENI REGION (13 POSTS)**
COST CENTRE, ESHOWE (04 POSTS)
COST CENTRE, ULUNDI (03 POSTS)
COST CENTRE, VRYHEID (03 POSTS)
COST CENTRE, HLUHLUWE (03 POST)

(REF. NO. DOT 88/2023)
(REF. NO. DOT 89/2023)
(REF. NO. DOT 90/2023)
(REF. NO. DOT 91/2023)

LADYSMITH REGION (01 POST):
COST CENTRE, NEWCASTLE (01 POST)

(REF. NO. DOT 92/2023)

DURBAN REGION (06 POSTS):
COST CENTRE, PORT SHEPSTONE (03 POSTS)
COST CENTRE, KWADUKUZA (02 POSTS)
COST CENTRE, METRO (01 POST)

(REF. NO. DOT 93/2023)
(REF. NO. DOT 94/2023)
(REF. NO. DOT 95/2023)

SALARY: R202 233 PER ANNUM (SALARY LEVEL 5)

REQUIREMENTS:

- A National Certificate in Construction (NQF level 3); plus
- A minimum of 3 years road work maintenance experience, plus
- A valid driver's licence (Minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of maintenance manuals, safety regulations and the costing system.
- Knowledge of general administrative procedures.
- Knowledge of weekly work and plant returns.
- Knowledge of the service delivery programme.
- Knowledge of departmental reporting structure including transportation committees.
- Knowledge of legislation/policies and procedures pertaining to Public Sector.
- Knowledge of disciplinary procedures.
- Knowledge of EPMDS.
- Planning and organisational skills.
- Ability to learn, understand and apply.
- Problem solving skills.
- Supervisory skills.
- Communication skills.
- Numeracy skills.
- Computer literacy.
- The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.

KEY PERFORMANCE AREAS:

- Support road construction and/or maintenance work through, *inter alia*, the following:
 - Construction of culvert and side drains.
 - Erect and maintain steel guardrails and gabions.
 - Construction of road earth and layer works.
 - Clean and maintain roads, sidewalks and resting areas (verge maintenance).
 - Surfacing and pothole patching.
 - Road fencing and pipe laying.
 - Setting of rod markings/signs.
 - Install roads signs and barricade the work area
- Supervise activities in respect of road construction and/or maintenance work through *inter alia* the following:
 - Application of safety and precautionary measures.
 - Conduct Inspections.
 - Exercise control over tools, supplies and other equipment.
 - Allocate tasks and oversee work performance.
 - Maintenance of equipment.
 - Co-ordinate the blading program.
 - Exercise control over traffic accommodation.

ENQUIRIES:

Mrs MS Hlela (Empangeni)
Ms N Sibiya (Ladysmith)
Ms SA Afrika (Durban)

Tel. No.: 035 – 787 1442
Tel. No.: 034 – 312 3017/3942
Tel. No.: 031 – 700 2222

CLOSING DATE:

07 July 2023 (@16h00)

APPLICATIONS:

Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
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For the personal attention of Mr B Hornsby.

POST: DRIVER / MESSENGER (03 POSTS)

CENTRE: **DURBAN REGION (02 POSTS):**
REGIONAL OFFICE, DURBAN (01 POST)
COST CENTRE, PORT SHEPSTONE (01 POST)

(REF. NO. DOT 96/2023)
(REF. NO. DOT 97/2023)

PIETERMARITZBURG REGION (01 POST):
RTI, PIETERMARITZBURG (01 POST)

(REF. NO. DOT 98/2023)

SALARY: R171 537 PER ANNUM (SALARY LEVEL 04)

REQUIREMENTS

- Grade 10 or 7-12 - months driver/messenger experience; plus
- Valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre).
- Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what are the requirements for the storage of the vehicle.
- Knowledge of city(ies) in which the functions will be performed.
- Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
- Communication skills (verbal and writing).
- Negotiation and problem-solving skills.
- Organizing and planning skills.
- Innovative and creative skills.
- Ability to interpret and apply instructions.
- Basic literacy skills.
- Openness and transparency skills.
- The ideal candidate should be able to work as part of a team, must have a good interpersonal relation, punctual, reliable, flexible, ability to work under pressure. She/he must also be honest, have integrity, be receptive to ideas and suggestions, trustworthy, loyal, accountable, responsible, friendly, courteous, diplomatic, open minded and independent.

KEY PERFORMANCE AREAS

- Drive light and medium motor vehicles to transport passengers and deliver other items (mail and/or documents).
- Routine maintenance on the allocated vehicle and report defects timeously.
- Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.
- Render a clerical support/messenger service in the relevant office, this would, inter alia, entail the following:
 - Collect and deliver documentation and related items in the Department.
 - Copy and fax documents.
 - Assist in the registry component as and when required.

ENQUIRIES: Ms T Sithole (Durban)
Mr D Pillay (RTI PMB)

Tel. No.: 033 – 355 0543
Tel. No.: 033 – 342 3939

CLOSING DATE: 07 July 2023 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
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For the personal attention of Mr B Hornsby.

POST: DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT) (46 POSTS)

CENTRE: **LADYSMITH (04 POSTS)**
COST CENTRE, NEWCASTLE (04 POSTS) (REF. NO. DOT 99/2023)

PIETERMARITZBURG (42 POSTS)
COST CENTRE, IXOPO (19 POSTS) (REF. NO. DOT 100/2023)
COST CENTRE, PIETERMARITZBURG (23 POSTS) (REF. NO. DOT 101/2023)

SALARY: R 147 036 PER ANNUM (SALARY LEVEL 03)

REQUIREMENTS:

- Grade 10 certificate (NQF Level 2); plus
- Driver's Licence Code EC with PrDP and Operating Certificate/Departmental Competency Pink card for specialised equipment; plus
- Five (5) years' driving and operating specialized equipment experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Communication skills.
- Ability to read and write.
- Good eyesight.
- Teamwork.
- Skills in the operation of the equipment
- Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles.
- Interpret and follow operating manuals, maintenance manuals and service charts

KEY PERFORMANCE AREAS:

1. **Perform activities in respect of operation through *inter alia* the following:**
 - Operating specialized equipment.
 - Load and offload goods/ equipment.
 - Inspection and maintenance of equipment and report defects.
 - Keep log sheets of vehicles and machineries.
 - Application of safety and precautionary measures.
 - Cleaning and lubrication of machinery equipment.
 - Grading of gravel roads and re-raveling / shoulder maintenance.
2. **Render driving services, perform activities in respect of operation through *inter alia* the following:**
 - Transportation of work teams and materials/ equipment.
 - Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water).
 - Inspection of the vehicle / equipment and report defects.
 - Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES: Ms T Sithole Tel. No.: 033 – 355 0543

CLOSING DATE: 07 July 2023 (@16h00)

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POST: TRADESMAN AID (35 POSTS)

CENTRE: **EMPANGENI REGION (06 POSTS):**
COST CENTRE, ULUNDI (06 POSTS) (REF. NO. DOT 102/2023)

LADYSMITH REGION (11 POSTS):
COST CENTRE, NEWCASTLE (11 POSTS) (REF. NO. DOT 103/2023)

PIETERMARITZBURG REGION (18 POSTS):
COST CENTRE, PIETERMARITZBURG (14 POSTS) (REF. NO. DOT 104/2023)
COST CENTRE, IXOPO (04 POSTS) (REF. NO. DOT 105/2023)

SALARY: R147 036 PER ANNUM (SALARY LEVEL 03)

REQUIREMENTS:

- Grade 10 / Junior Certificate; plus
- A minimum of 6 months trade related experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Ability to use electrical and hand tools.
- Good interpersonal, communication and organizational skills.
- Ability to work independently.

KEY PERFORMANCE AREAS:

- Provide assistance in the maintenance of facilities, vehicles and equipment.
- Repair, clean, service and safe keeping of equipment and tools according to standards.

ENQUIRIES: Ms T Sithole Tel. No.: 033 – 355 0543

CLOSING DATE: 07 July 2023 (@16h00)

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POST: ROAD WORKER (168 POSTS)

CENTRE: **EMPANGENI REGION (36 POSTS):**
COST CENTRE, ULUNDI (36 POSTS) (REF. NO. DOT 106/2023)

LADYSMITH REGION (48 POSTS):
COST CENTRE, ESTCOURT (03 POSTS) (REF. NO. DOT 107/2023)
COST CENTRE, NEWCASTLE (45 POSTS) (REF. NO. DOT 108/2023)

PIETERMARITZBURG REGION (84 POSTS):
COST CENTRE, IXOPO (69 POSTS) (REF. NO. DOT 109/2023)
COST CENTRE, PIETERMARITZBURG (15 POSTS) (REF. NO. DOT 110/2023)

SALARY: R147 036 PER ANNUM (SALARY LEVEL 03)

REQUIREMENTS:

- NQF Level 1 or 2 (Abet level 2 certificate or equivalent).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Job knowledge.
- Communication skills.
- Interpersonal relation skills.
- Flexibility.
- Teamwork.
- Accuracy.
- Skills in the aptitude of figures.
- Computer literacy.
- Planning and organising skills.
- Good verbal and written communication skills.

KEY PERFORMANCE AREAS:

- **Perform routine activities in respect of road maintenance and/or construction through *inter alia* the following:**
 - Construction of culvert and side drains.
 - Erect and maintain steel guardrails and gabions.
 - Construction of road earth and layer works.
 - Clean and maintain roads, sidewalks and resting areas.
 - Surfacing and porthole patching.
 - Read fencing and pipe laying.
 - Setting of road markings and studs.
 - Install road signs, distance markers, and barricade the work area.
 - Crushing of road material.
 - Brush clearing and grass cutting.

ENQUIRIES: Ms T Sithole Tel. No.: 033 – 355 0543

CLOSING DATE: 07 July 2023 (@16h00)

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.
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POST: GROUNDSMAN (10 POSTS)

CENTRE: **EMPANGENI: (07 POSTS)**
COST CENTRE, ULUNDI (07 POSTS) (REF. NO. DOT 111/2023)

LADYSMITH: (03 POSTS)
COST CENTRE, NEWCASTLE (03 POSTS) (REF. NO. DOT 112/2023)

SALARY: R125 373 PER ANNUM (SALARY LEVEL 02)

REQUIREMENTS:

- AET Level 4 / Grade 9.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of plants and gardening techniques.
- Knowledge of health and safety rules and regulations.
- Ability to handle a range of horticultural machinery, powered hand tools and appliances.
- Good communication skills, both written and verbal.
- Basic literacy and numeracy skills.
- Friendly personality with excellent interpersonal skills.
- The ideal candidate should be punctual, reliable, responsible, teamwork orientated, honest and have integrity

KEY PERFORMANCE AREAS:

- Maintain premises and surroundings:-
 - Clean premises and surroundings.
 - Empty dirt bins.
- Maintain the garden:-
 - Watering the garden.
 - Prune and trim flowers and trees.
 - Mow the grass.
 - Remove weeds and garden refuse.
 - Apply insecticides.
 - Cultivate the soil for trees and flowers.
- Maintain gardening equipment and tools:-
 - Detect and report malfunctioning of garden equipment and tools.
 - Repair minor defects of gardening equipment and tools.

ENQUIRIES: Ms N Ndebele (Empangeni) Tel. No.: 034 – 980 0401
Ms N Sibiyi (Ladysmith) Tel. No.: 034 – 312 3017/3942

CLOSING DATE: 07 July 2023 (@16h00)

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