



transport

Department:
Transport
Province of KwaZulu-Natal

Inkosi Mhlabunzima Maphumulo House
Street Address: 172 Burger Street,
Pietermaritzburg, 3200
Postal Address: Private Bag X9043,
Pietermaritzburg, 3200
Tel: (27)(33) 355 0018
Enquiries: Ms HS Masango
Date: 11 September 2019

HUMAN RESOURCE PRACTICES

TO: DEPARTMENTAL EMPLOYEES

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.
2. The contents of this circular must, without delay, be brought to the notice of all eligible employees on your establishment, including those in branch / regional offices. 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 completed, originally signed and dated prescribed Application for Employment Form, Z83, and must be accompanied by the following:-
 - (i) A detailed Curriculum Vitae (CV).
 - (ii) Certified copies of qualification/s including a Senior Certificate where the requirement is a tertiary qualification.
 - (iii) Certified copy of driver's licence (where applicable).
 - (v) Certified copy of Identity Document (ID).
 - (vi) Certified copy of relevant registration with professional body (where applicable).
 - (vii) Proof of supervisory or management experience (where applicable) and certified copies of acting appointment letters for occupying acting positions.

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. Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permit to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. CV dates of starting and leaving employment must be given as DD/MM/YY.

- (b) Under no circumstances will faxed or e-mailed 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 posted or hand delivered timeously. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Shortlisted candidates may be required to undergo a competency test. 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. The successful candidate will be required to enter into a performance agreement.
- (c) 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. Shortlisted candidates are required to submit an original SAP91 form with their fingerprints on 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.
- (d) Applications are to be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200
- (e) Applications may alternatively be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200
For the personal attention of Ms HS Masango (Extension: 0018)
- (f) Closing date for applications is: **25 September 2019 (16h00)**.


ACTING DIRECTOR: HUMAN RESOURCE PRACTICES

POST: ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (07 POSTS)

CENTRE: EMPANGENI REGION: (04 POSTS)

COST CENTRE, HLUHLUWE (MATERIALS TESTING) (01 POST) (REF. NO. DOT 53/2019)
CHIEF DIRECTOR'S OFFICE, EMPANGENI (ROAD PAVEMENT & TRAFFIC ENGINEERING) (01 POST) (REF. NO. DOT 54/2019)

CHIEF DIRECTOR'S OFFICE, EMPANGENI (PROJECT IMPLEMENTATION - EXTERNAL) (01 POST) (REF. NO. DOT 55/2019)

COST CENTRE, ULUNDI (ROAD CONTROL & PROJECT DOCUMENTATION) (01 POST) (REF. NO. DOT 56/2019)

LADYSMITH REGION: (02 POSTS)

COST CENTRE, NEWCASTLE (REF. NO. DOT 57/2019)

COST CENTRE, ESTCOURT (REF. NO. DOT 58/2019)

PIETERMARITZBURG REGION: (01 POST)

AREA OFFICE, VULINDLELA (REF. NO. DOT 87/2019)

SALARY: R311 859 – R473 574 PER ANNUM (OSD) (SALARY WILL BE DETERMINED ACCORDING TO POST REGISTRATION EXPERIENCE AS PER OSD PRESCRIPTS)

NOTE: 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.

REQUIREMENTS:

- An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus
- A minimum of 3 (three) years post qualification technical experience; plus
- Compulsory registration with Engineering Council of South Africa as a "**Professional Engineering Technician**", applicants registered as a Candidate Technician do not qualify to apply; plus
- A valid driver's licence (minimum code B).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Understanding of Public Service and Departmental policies, analysis, objective and implementation processes as well as project and financial management.
- In-depth expert knowledge of financial policies, procedures and practices including administrative, budgeting and managerial functions.
- Knowledge of Public Service reporting procedures, Acts and Regulations and work environment.
- Knowledge of planning and organizing.
- Computer literacy.
- A clear conceptual understanding of transformation within the Regional Directorate.
- Knowledge and experience within a technical and engineering environment.
- Skills in interpretation and application of policy i.e. financial, administrative, technical, etc.
- Research, policy formulation and managerial skills.
- Problem solving and analytical thinking skills.
- Strategic planning, co-ordination and team building skills.
- Well-developed verbal and written communication skills including the ability to network.
- Project management, financial management and motivation skills.
- The ideal candidate should have a demonstrated interest in technical, engineering, financial, administrative and related fields. He/she should also be an innovative thinker, accurate, creative/innovative, a total quality controller, have honesty and integrity, believe in openness and transparency, and be receptive to ideas and suggestions.

DUTIES / KEY PERFORMANCE AREAS:

- Render technical services.
- Perform administrative and related functions.
- Research and continuous professional development.
- Supervise and control technical and related personnel and assets.

ENQUIRIES:

Ms TK Dingiswayo

Ms NS Ngcobo

Ms SN Mthembu

Mr B Mackenzie

Mr S Mothilal

Hluhluwe

Ulundi

Empangeni

Pietermaritzburg

Ladysmith Region

TEL. NO.: 035-562 0261

TEL. NO.: 035-879 8100

TEL. NO.: 035-787 1442

TEL. NO.: 033-392 6600

TEL. NO.: 036-638 4400

CLOSING DATE: 25 September 2019

POST: PRINCIPAL PROVINCIAL INSPECTOR (08 POSTS)

CENTRE: RTI LADYSMITH (01 POST) (REF. NO. DOT 99/2019)
RTI ULUNDI (01 POST) (REF. NO. DOT 100/2019)
RTI MIDWAY (02 POSTS) (REF. NO. DOT 101/2019)
RTI ROSSBURGH (01 POST) (REF. NO. DOT 102/2019)
TRAFFIC TRAINING COLLEGE (03 POSTS) (REF. NO. DOT 103/2019)

SALARY: R 316 791 PER ANNUM (LEVEL 08)

NOTE: KINDLY NOTE THAT THE POST AT RTI LADYSMITH IS A RE-ADVERTISEMENT. APPLICANTS WHO APPLIED PREVIOUSLY AND WHO STILL WISH TO BE CONSIDERED ARE AT LIBERTY TO RE-APPLY.

REQUIREMENTS:

- A Senior Certificate; plus
- Traffic Officer's Diploma; plus
- Registered as a Traffic Officer; plus
- A minimum of 6 - 10 years Traffic Law Enforcement experience; plus
- All valid relevant driving licenses (A and EC); plus
- Applicants must possess no criminal record.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Extensive experience in road traffic and Public Transport policies and regulations.
- Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents.
- Records, resource and customer relationship management skills.
- Planning and organizing skills.
- Leading, controlling and monitoring skills.
- People management skills.
- Service delivery, communication and decision making skills.
- Results and quality management skills.
- Problem solving, writing & reporting and Labour Relations skills.
- Driving, investigation and motivational skills.
- Innovation/continuous improvement skills.
- Analytical skills.
- Computer literacy.
- Operations/projects management skills.

DUTIES/ KEY PERFORMANCE AREAS:

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

ENQUIRIES: Mr V Chetty

Tel. No: 033 355 8826

CLOSING DATE: 25 September 2019

POST: ARTISAN FOREMAN GRADE A-B

CENTRE: EMPANGENI REGION
MECHANICAL ESHOWE (REF NO. DOT 62/2019)

SALARY: R 304 263 – R 462 084 (OSD)

NOTE: 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.

REQUIREMENTS:

- An appropriate Trade Test Certificate in Earth moving equipment mechanic /Construction plant mechanic/Diesel mechanic/Tractor mechanic; plus
- 5 years post qualification experience as an artisan; plus
- Possession of a valid driver's licence (minimum Code C1).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of team leadership.
- Technical analysis knowledge.
- Knowledge of Computer Aided technical applications.
- Knowledge of legal compliance.
- Technical Report writing knowledge.
- Problem solving and analysis skills.
- Decision making skills.
- Teamwork skills.
- Analytical skills.
- Creativity skills.
- Self-management skills.
- Customer focus and responsiveness skills.
- Communication skills.
- Computer skills.
- Conflict management skills.
- Planning and organizing skills.
- The ideal candidate should be customer focused, self-disciplined, dedicated, responsible, a team player, honest and flexible

DUTIES / KEY PERFORMANCE AREAS:

- Supervise and produce designs according to client specification and within limits of production capability.
- Produce objects with material and equipment according to job specification and recognized standards and quality assurance on such.
- Maintenance – Inspect/ Repair/ Service equipment and conduct quality assurance on such.
- Perform administrative and related functions.
- Human and Capital Resource management.
- Maintain and advance expertise.

ENQUIRIES: Mr L Pillay **TEL NO.:** 035-787 1442

CLOSING DATE: 25 September 2019

POST: SENIOR PROVINCIAL INSPECTOR (03 POSTS)

CENTRE: RTI GROUVILLE (01 POST) (REF. NO. DOT 78/2019)
RTI ROSSBURGH (01 POST) (REF. NO. DOT 79/2019)
RTI PIETERMARITZBURG (01 POST) (REF. NO. DOT 80/2019)

SALARY: R 257 508 PER ANNUM (LEVEL 07)

REQUIREMENTS:

- A Senior Certificate; plus
- Basic Traffic Officer's Diploma; 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, TRAINING 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/ KEY PERFORMANCE AREAS:

- 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: Mr V Chetty

Tel. No: 033 355 8826

CLOSING DATE: 25 September 2019

POST: OFFICE ADMINISTRATOR: AGENCY SUPPORT SERVICES (02 POSTS)
(REF. NO. DOT 91/2019)

CENTRE: MOTOR TRANSPORT SERVICES: PIETERMARTZBURG

SALARY: R 257 508 PER ANNUM (SALARY LEVEL 07)

REQUIREMENTS:

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3 years appropriate experience; plus
- A valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Extensive knowledge of the National Road Traffic Act (Act 93 of 1996) and its relevant regulations and amended regulations.
- Knowledge and the ability to apply the new Public Service Regulations and Labour Relations Act.
- Knowledge of the BCEA, EEA, Skills Audit and Development Act, Public Service Act.
- Extensive knowledge of the NaTIS and its application in terms of the NRTA, PFMA and relevant Treasury Regulations.
- Knowledge of internal policies and procedures (Circulars).
- Knowledge of Public service reporting procedures.
- Ability to interpret and apply policies and procedures.
- Problem solving and decision making skills.
- Report writing and formulation skills.
- Good interpersonal and negotiation skills.
- Ability to be versatile and to work under pressure.
- Ability to deal with a variation of functions at any given time without losing control.
- Ability to inspire and motivate trainees.
- Analytical and spontaneous thinking skills.
- Good communication skills (written and verbal).
- Organizational/ supervisory skills.
- Presentation and facilitation of training courses and lecturing skills.
- NaTIS skills.
- Computer literacy (MS Word, MS Excel, MS Powerpoint, MS Access).
- The ideal candidate should be able to work independently, be honest and loyal, conscientious and friendly, trustworthy and reliable and have an innovative and pragmatic disposition. He/She should be able to work under pressure and overtime, have the ability to motivate and inspire others, be a team player and amenable to suggestions and be responsible and committed to promoting service delivery.

DUTIES/ KEY PERFORMANCE AREAS:

- Provide in-depth and extensive vehicle registration and licensing related training annually to approximately 316 NaTIS users in the Province of KZN, thereby ensuring the integrity and accuracy of the NaTIS, in terms of the National Road Traffic Act 1996 (Act No. 93 of 1996).
- Ensure the proper application of relevant motor vehicle registration and licensing forms, and balancing of face value documents in terms of Treasury Regulations and the Public Finance Management Act (Act No. 1 of 1999).
- Ensure accurate dissemination of information and application of relevant Road Traffic Legislation, procedures/ policies, new software releases, the NaTIS etc.
- Monitor progress and identify problem areas at the Registering Authorities/ Agencies in KZN as well as conducting appropriate follow-up visits on training.
- Ensure an acceptable standard of service delivery in terms of Motor Licensing Commitment Charter/ Batho Pele Principles/ Good Governance.
- Perform auxiliary duties with regards to relieving as supervisor and/or cashier, as well as stock deliveries at Registering Authorities/ Agencies when required, deal with complex written and telephonic enquiries and complaints from Agencies and the members of public, as well as preparation of detailed circulars and manual training guides to all NaTIS users in KZN.

ENQUIRIES: Mr K Van Staden

TEL. NO.: 033-3951937

CLOSING DATE: 25 September 2019

POST: ADMINISTRATIVE CLERK: SUPERVISOR: REVENUE CONTROL (REF. NO. DOT 92/2019)

CENTRE: MOTOR TRANSPORT SERVICES: PIETERMARITZBURG

SALARY: R 257 508 PER ANNUM (SALARY LEVEL 7)

REQUIREMENTS:

- Senior Certificate/National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3 years appropriate experience in Finance and administration.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Extensive knowledge of applicable legislation, policy prescripts and practices such as the Public Finance Management Act (Act 1 of 1999), the Road Traffic Management Corporation Act (Act 20 of 1999), the National Road Traffic Act (Act 93 of 1996) and relevant Treasury Regulations.
- NaTIS experience relating to appropriate revenue/audit reports.
- Ability to interpret and apply appropriate policies.
- Problem solving and decision-making skills.
- Analytical thinking and spontaneity skills.
- Report writing and formulation skills.
- Good communication skills (written and verbal).
- Supervisory skills.
- Computer literacy.
- The ideal candidate should lead by example and have the ability to communicate effectively within a group and must also have diligence and organizational skills. He/she should also be honest, reliable and dedicated, have the ability to work independently, the ability to solve problems, the ability to work under pressure, the ability to motivate and encourage innovation and the ability to negotiate.

DUTIES/ KEY PERFORMANCE AREAS:

- Ensure reconciliation of Provincial revenue on a daily and monthly basis.
- Ensure reconciliation of RTMC levies on a daily and monthly basis for the Province, for the purpose of the monthly pay-over to the Road Traffic Management Corporation.
- Monitor banking, over- payment and under- payment and address accordingly.
- Provide support and advice with regard to queries and revenue procedures to all stakeholders.
- Supervision, training and guidance of staff of the Revenue Control Section.

ENQUIRIES: Mr B Ngubane

TEL NO.:033-3951898

CLOSING DATE: 25 September 2019

POST: ADMINISTRATIVE CLERK: (ROAD SAFETY) (REF. NO. DOT 95/2019)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE: PIETERMARITZBURG

SALARY: R 173 703 PER ANNUM (LEVEL 5)

NOTE: 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.

REQUIREMENTS:

- A Senior Certificate/National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Interpersonal relations.
- Flexibility and teamwork.
- Computer skills.
- Planning and organization skills.
- Language skills.
- Good communication skills (written and verbal).
- The ideal candidate should be proactive, innovative, have the ability to work independently, timeframe driven, meticulous and adheres to confidentiality. He/she should display attributes of honesty, integrity, reliability, have patience, commitment, professionalism, perseverance and punctuality.

DUTIES/ KEY PERFORMANCE AREAS:

- Render general clerical support services.
- Administration of assets within the component using HARDCAT.
- Provide personnel administration clerical support services within the component.
- Provide financial administration support services in the component.

ENQUIRIES: Ms T Hadebe

TEL NO.:033- 3558782

CLOSING DATE: 25 September 2019

POST: ADMINISTRATIVE CLERK: INTERNAL CONTROL (REF. NO. DOT 98/2019)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
(INTERNAL COMPLIANCE DIRECTORATE)

SALARY: R 173 703 PER ANNUM (SALARY LEVEL 5)

NOTE: 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.

REQUIREMENTS:

- A Senior Certificate/National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS, TRAINING 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 literacy.
- Planning and organising skills.
- Language skills.
- Good verbal & written communication skills.
- The ideal candidate should have the ability to communicate effectively, have good interpersonal relations, be flexible and be teamwork orientated.

DUTIES/ KEY PERFORMANCE AREAS:

- 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.

ENQUIRIES: Ms S Godlwana **TEL.NO.** 033-355 8806

CLOSING DATE: 25 September 2019

POST: ADMINISTRATIVE CLERK: PRODUCTION: DATABASE MANAGEMENT
(REF. NO. DOT 104/2019)

CENTRE: INKOSI MHLABUNZIMA MAPHUMULO HOUSE: PIETERMARITZBURG
(EMPOWERMENT PROGRAMMES DIRECTORATE)

SALARY: R 173 703 PER ANNUM (LEVEL 5)

REQUIREMENTS:

- A Senior Certificate/National Certificate (Vocational) NQF Level 4.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Interpersonal relations.
- Flexibility and teamwork.
- Computer skills.
- Planning and organization skills.
- Language skills.
- Good communication skills (written and verbal).

DUTIES/ KEY PERFORMANCE AREAS:

- 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.

ENQUIRIES: Ms N Ndlovu

TEL NO.:033-355 8074

CLOSING DATE: 25 September 2019