



## 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 0443

Human Resource Practices  
Enquiries: Ms H.S. Masango

### 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](http://www.dpsa.gov.za/vacancies)**). **In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application must be initialed, dated and signed.** Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, 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, 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 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) **Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 application form and CV directly to the following email address [HRRrecruitment@kzntransport.gov.za](mailto:HRRrecruitment@kzntransport.gov.za) (KINDLY USE REF NO OF POST IN SUBJECT LINE OF E-MAIL). 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 hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department/entity or submit a hardcopy application as directed).**
  - (j) Applications may alternatively be forwarded to the: Recruitment & Selection Section, Human Resource Practices 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 **22 April 2024 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**

2024-04-08

DATE

MS N. S. DEANINI

for DIRECTOR: HUMAN RESOURCE PRACTICES

**POST:** DEPUTY DIRECTOR: MECHANICAL (REF NO. DOT 102/2024)  
**CENTRE:** REGIONAL OFFICE, EMPANGENI  
**SALARY:** R811 560 PER ANNUM (SALARY LEVEL 11)

**REQUIREMENTS:**

- An appropriate Bachelor's degree or National Diploma in (T/S/N-Stream) in the Mechanical Engineering discipline (NQF Level 6); plus
- A minimum of 3 years' junior management experience in the field of preventative maintenance and repairs of earthmoving equipment plant such as Bulldozers, Graders, Excavators, TLB's and Trucks; plus
- A valid driver's licence (minimum code B).

**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 Public Finance Management Act (PFMA) and Practice Notes.
- Knowledge and understanding of Public Service legislations such as Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Employment Equity Act, Public Service Regulations.
- Numeric skills.
- Operating equipment skills.
- Good Communication skills (verbal and written).
- Basic language skills.
- Computer literacy (MS Windows based programmes and PJC computer programme).
- Project management skills.
- 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 return.
- Management and leadership skills.
- Planning and organizing skills.
- Interpersonal skills.

**KEY PERFORMANCE AREAS:**

- Control and manage preventative maintenance and repair of plant, equipment and vehicles for the Region.
- Develop and control mechanical component business plan to ensure correct allocations and management of expenditure for the component.
- Manage and co-ordinate mechanical administrative functions of plan for the Region.
- Manage human resource in terms of policies and prescript.
- Conduct contractual processes with companies intending to be on contract with the department for mechanical component.

**ENQUIRIES:** Ms TK Dingiswayo **Tel. No:** 035 787 1442

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kznttransport.gov.za](mailto:HRRecruitment@kznttransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** CHIEF PROVINCIAL INSPECTOR (REF. NO. DOT 103/2024)

**CENTRE:** ROAD TRAFFIC INSPECTORATE:  
TRAFFIC OFFICERS TRAINING COURSE: TRAFFIC TRAINING COLLEGE, PIETERMARITZBURG

**SALARY:** R527 298 PER ANNUM (SALARY LEVEL 10)

**REQUIREMENTS:**

- A relevant tertiary qualification (3-year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus
- A Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus
- 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus
- 7-10 years' working experience in a Traffic Law Enforcement field; plus
- All valid relevant driving licenses (A and EC); plus
- No criminal record.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Extensive knowledge of Traffic Management policies and regulations.
- Knowledge of relevant legislations and traffic management regulations.
- Knowledge of vehicle inspections / impoundment.
- Driving skills. Records and resource management skills.
- Customer relationship management skills.
- Planning, organizing, leadership, controlling and monitoring skills.
- People Management skills.
- Service delivery, communication and decision-making skills.
- Results and quality management skills.
- Problem solving skills.
- Innovation/continuous improvement skills.
- Analytical skills.
- Computer literacy.
- Negotiation and initiative skills.
- Project management, mentoring and coaching skills.

**KEY PERFORMANCE AREAS:**

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

**ENQUIRIES:** Mr VK Chetty

Tel. No.: 033-355 8071

**CLOSING DATE:** 22 April 2024 @16h00

**APPLICATIONS:**

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**For the personal attention of Ms HS Masango**

**POST:** PRINCIPAL PROVINCIAL INSPECTOR (05 POSTS)

**CENTRE:** EMPANGENI REGION: (05 POSTS)  
RTI EMPANGENI (01 POST) (REF. NO. DOT 104/2024)  
RTI ESHOWE (01 POST) (REF. NO. DOT 105/2024)  
RTI MTUBATUBA (01 POST) (REF. NO. DOT 106/2024)  
RTI VRYHEID (01 POST) (REF. NO. DOT 107/2024)

ROAD TRAFFIC INSPECTORATE HEAD OFFICE:  
EXAMINER FOR DRIVING LICENCE COURSE: TRAFFIC TRAINING COLLEGE,  
PIETERMARITZBURG (01 POST) (REF. NO. DOT 108/2024)

**SALARY:** R359 517 PER ANNUM (SALARY LEVEL 08)

**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.

**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:**                      Empangeni Region                      Mr ET Zulu                      Tel. No.: 035 - 787 1442  
   Traffic Training College                      Mrs N Mazibuko                      Tel. No.: 033 - 355 8071

**CLOSING DATE:**                      22 April 2024 @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.

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**For the personal attention of Ms HS Masango**

**POST:** ARTISAN FOREMAN GRADE A (03 POSTS)

**CENTRE:** EMPANGENI REGION (03 POSTS):  
COST CENTRE, HLUHLUWE : MECHANICAL (HLUHLUWE) (REF. NO. DOT 109/2024)  
COST CENTRE, VRYHEID : MECHANICAL (PONGOLA) (REF. NO. DOT 110/2024)  
COST CENTRE, ESHOWE : MECHANICAL (EMPANGENI) (REF. NO. DOT 111/2024)

**SALARY:** R 344 811 PER ANNUM (OSD)

**REQUIREMENTS:**

- An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic / Construction Plant Mechanic / Diesel Mechanic / Tractor Mechanic; plus
- Five (5) years post qualification experience as an Artisan; 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.

**KEY PERFORMANCE AREAS:**

- Design:-
  - Supervise and produce designs according to client specification 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 / or facilities for technical faults.
  - Repair equipment and facilities according to standards.
  - Test repair equipment and / or facilities against specifications.
  - Service equipment and / or facilities according to schedule
  - Quality assure serviced and maintained equipment and / or facilities
- Perform administrative and related functions:-
  - Update register of maintained and repaired faults.
  - Obtain quotations and purchase (order) required equipment and materials.
  - Compile and submit reports as required.
  - Provide inputs to the operational plan.
  - Ensure adherence to safety standards, requirements and regulations.
- Human and Capital Resource Management:-
  - Supervise and mentor staff.
  - Planning of resources.
  - Scheduling of works.
- 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.

**ENQUIRIES:** Mr S Njoko

Tel No. 035 787 1442

**CLOSING DATE:** 22 April 2024 @16h00

**APPLICATIONS:**

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**For the personal attention of Ms HS Masango**

**POST:** GISc TECHNICIAN PRODUCTION GRADE A-C (02 POSTS) (REF. NO. DOT 112/2024)  
**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG  
(ROAD DECLARATION & MAPPING DIRECTORATE)  
**SALARY:** GRADE A- R 326 031 PER ANNUM  
GRADE B- R 369 279 PER ANNUM  
GRADE C- R 420 318 PER ANNUM (OSD)  
(Salary will be determined according to post registration experience as per OSD prescripts)

**POST REQUIREMENTS:**

- A National Diploma in GISc or Cartography or relevant qualification; plus
- A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: **Grade A** is 0 to 12 years post registration and **GRADE B** is 14 years to 24 years post registration and **GRADE C** is 26 years and over); plus.
- Compulsory registration with SAGC as a GISc Technician; plus
- A valid driver's licence (minimum code B).

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge and Understanding of GIS applications and spatial data queries.
- Knowledge of Theory, principles and practices of GIS Standards.
- Knowledge and capabilities of different GIS software.
- Understanding of technologies such as GPS, Photogrammetry and Remote sensing.
- Knowledge of Projections.
- Knowledge of principles of cartography.
- Problem solving and analytical skills.
- Decision making skills.
- Teamwork skills.
- Creativity skills.
- Self-management skills.
- Customer service skills.
- Excellent Communication skills (verbal, written and networking).
- Interpersonal skills.
- Advanced computer skills.
- Planning, organizing and execution skills.
- Language proficiency skills.
- Project management skills.
- The ideal candidate should be innovative, receptive to suggestions, accurate, honest and have integrity. He/She should be open transparent, reliable, co- operative, courteous, professional, and have a positive attitude and be able to work in a team

**KEY PERFORMANCE AREAS:**

- Perform technical GISc activities.
- Maintain GISc unit effectiveness.
- People Management.
- Functional requirement analysis.
- Perform Road declaration and other related functions.

**ENQUIRIES:** Ms M Vosloo Tel. No. 033-355 8917

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**



**POST:** SURVEYOR/SURVEY TECHNICIAN PRODUCTION GRADE A-C (04 POSTS)  
**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG (02 POSTS)  
ARIEL SURVEY DIRECTORATE (02 POSTS) (REF.NO. DOT 113/2024)  
EMPANGENI REGION (02 POSTS)  
GROUND SURVEY, VRYHEID (REF.NO. DOT 114/2024)  
GROUND SURVEY, ULUNDI (REF. NO. DOT 115/2024)  
**SALARY:** GRADE A- R 326 031 PER ANNUM  
GRADE B- R 369 279 PER ANNUM  
GRADE C- R 420 318 PER ANNUM (OSD)  
(Salary will be determined according to post registration experience as per OSD prescripts)

**POST REQUIREMENTS:**

- A National Diploma in Survey or Cartography or relevant qualification; plus
- A minimum of 3 (three) years post qualification technical experience. (Experience: Grade A is 0 to 12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus.
- Compulsory registration with PLATO as a Survey Technician; plus
- A valid driver's licence (minimum code B).

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of programme and project management.
- Knowledge of Survey design and analysis.
- Knowledge of research and development.
- Knowledge of computer aided survey applications.
- Knowledge of legal compliance.
- Knowledge of Technical report writing.
- Analytical skills.
- Decision making skills.
- Teamwork skills.
- Analytical skills.
- Creativity skills.
- Self-management skills.
- Financial Management skills.
- Customer focus and responsive skills.
- Communication skills (verbal, written and networking).
- Computer Literacy.
- Planning and organizing skills.
- Conflict management.
- Problem solving skills.
- People management skills.
- Innovation skills

**KEY PERFORMANCE AREAS:**

- Provide technical survey services and support.
- Perform administrative and related functions.
- Research and development.

**ENQUIRIES:** Ms S Ngcobo (Inkosi Mhlabunzima Maphumulo House)  
Ms TK Dingiswayo (Empangeni Region)

Tel. No.: 033 3558023  
Tel. No.: 035 7871168

**CLOSING DATE:** 22 April 2024 @16h00

**APPLICATIONS:**

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Applications may also be e-mailed to: [HRRecruitment@kznttransport.gov.za](mailto:HRRecruitment@kznttransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** SENIOR PROVINCIAL INSPECTOR (02 POSTS)

**CENTRE:** **DURBAN**  
RTI ROSSBURGH (01 POST) (REF. NO. DOT 116/2024)

**PIETERMARITZBURG**  
RTI IXOPO (01 POST) (REF. NO. DOT 117/2024)

**SALARY:** R294 321 PER ANNUM (SALARY LEVEL 07)

**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.

**KEY PERFORMANCE AREAS:**

- Management and supervision of subordinates (people management).
- Enforce Road Traffic, Public Passenger, Transport and other relevant legislation.
- 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.

<b><u>ENQUIRIES:</u></b>	Durban Region	Mr TA Mthembu	Tel. No. 031 700 2222
	Pietermaritzburg Region	Mr BW Shezi	Tel. No. 033 342 3939
	Ladysmith Region	Mr LA Ngema	Tel. No. 036 638 4400

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** ADMINISTRATIVE CLERK (SUPERVISOR): SUBSIDISED VEHICLES (REF NO. DOT 118/2024)

**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG  
(CORPORATE SUPPORT SERVICES DIRECTORATE)

**SALARY:** R 294 321 PER ANNUM (SALARY LEVEL 7)

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

**REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of Public Service Regulations, Acts, Policies and Procedures.
- Knowledge of PFMA, Treasury Regulations and Practice Notes.
- Knowledge of PERSAL.
- Understanding of Subsidised Vehicle Policies and Procedures.
- Understanding of Public Service and Departmental Policies.
- Understanding of Departmental strategies and related operational plans.
- Computer literacy (MS Office Packages – MS Word, MS Excel, MS Powerpoint, MS Outlook, Internet)
- Problem solving skills.
- Good communication skills (verbal and written).
- Must be able to work independently as well as part of a team.
- Ability to manage multiple responsibilities simultaneously.
- Report writing skills.
- Interpersonal relations skills.
- Numeracy skills.
- Time management skills.
- Decision making skills.
- The ideal candidate should have the willingness to learn, be honest and have integrity. He/she should also be service orientated and have the willingness to work under pressure.

**KEY PERFORMANCE AREAS:**

- Co-ordinate the timeous processing of Subsidised Vehicle allowances and deductions and maintain records.
- Provide support to Users and Service Providers.
- Conduct vehicle inspections and ensure compliance in respect of the utilization of Subsidised Vehicles within the Department.
- Provide input into the development of policies and procedures and ensure compliance thereof.
- Supervise, train and develop staff within the component.

**ENQUIRIES:** Mrs U Devar Tel. No.: 033 - 355 0486

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** PERSONAL ASSISTANT (TO THE HEAD: TRANSPORT) (REF. NO. DOT 119/2024)  
**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG  
**SALARY:** R 294 321 PER ANNUM (SALARY LEVEL 7)

**REQUIREMENTS:**

- A Secretarial Diploma or equivalent qualification; plus
- A minimum of 3 years 's experience in rendering a support service to senior management.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge on the relevant legislation/policies/prescripts and procedures.
- Basic knowledge on 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 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.

**KEY PERFORMANCE AREAS:**

- Provide a secretarial/receptionist support service to the Head: Transport.
- Render administrative support services.
- Provide support to the Head: Transport regarding meetings.
- Support the Head: Transport 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.

**ENQUIRIES:** Mr JS Mbhele

Tel. No.: 033 355 8808

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (*e-mailed applications must please be sent as ONE ATTACHMENT*).

**For the personal attention of Ms HS Masango**

**POST:** ADMINISTRATIVE CLERK (SUPERVISOR): SUPPLY CHAIN MANAGEMENT  
(REF. NO. DOT 120/2024)

**CENTRE:** COST CENTRE, IXOPO

**SALARY:** R 294 321 PER ANNUM (SALARY LEVEL 7)

**REQUIREMENTS:**

- A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus
- A minimum of 3-5 years' experience; plus
- A valid driver's licence (minimum code B).

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collecting statistics.
- Extensive knowledge and understand of policies, practice of Public Service Regulations, PFMA, Financial Regulations and relevant Practice Notes.
- Knowledge of Public Service reporting procedures and structures.
- Knowledge of Financial Procedures and delegations of authority.
- Knowledge of Supply Chain Matters.
- Knowledge Asset and Stores Management
- Knowledge of BAS System
- Computer Literacy
- Ability to interpret and apply policies.
- Supervisory skills.
- Training and co-ordination skills.
- Innovation and creativity skills.
- Problem solving and negotiation skills.
- Organising and planning skills.
- Numeracy and literacy skills.
- The ideal candidate should be open and transparent, reliable, honest, have integrity, be able to work under pressure, have leadership abilities and be policy development and improvement orientated. He/she should also be teamwork oriented, receptive to ideas and suggestions, committed to organisational goals and have good interpersonal relations.

**KEY PERFORMANCE AREAS:**

- Supervise and render demand and acquisition clerical services:
- Supervise and undertake logistical support services:
- Supervise and render asset management clerical services:
- Supervise Human Resource/staff

**ENQUIRIES:** Ms S Mlima

Tel. No.: 087 740 4312/087 740 4313

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kznttransport.gov.za](mailto:HRRecruitment@kznttransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (03 POSTS)

**CENTRE:** EMPANGENI REGION (02 POSTS):  
COST CENTRE, ESHOWE: MECHANICAL (ESHOWE) (REF. NO. DOT 121/2024)

PIETERMARITZBURG REGION (01 POST):  
COST CENTRE, PIETERMARITZBURG: MECHANICAL (MOUNTAIN RISE) (REF. NO. DOT 122/2024)

**SALARY:** GRADE A – R220 533 PER ANNUM (DEPENDENT ON EXPERIENCE) (NO EXPERIENCE REQUIRED)  
GRADE B – R258 753 PER ANNUM (DEPENDENT ON EXPERIENCE) (AT LEAST 18 YEARS' EXPERIENCE)  
GRADE C – R299 361 PER ANNUM (DEPENDENT ON EXPERIENCE) (AT LEAST 34 YEARS' EXPERIENCE)

**REQUIREMENTS:**

- An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic / Construction Plant Mechanic / Tractor Mechanic / Diesel Mechanic/ Heavy Equipment 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.
- Analytical 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.

**KEY PERFORMANCE AREAS:**

- **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/plant and/or facilities 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 expertise:**
  - Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES:** Mr S Njoko (Empangeni Region) TEL NO. 035 787 1442  
Mr LX Songca (Pietermaritzburg Region) TEL NO. 033 392 6600

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (*e-mailed applications must please be sent as ONE ATTACHMENT*).

For the personal attention of Ms HS Masango

**POST:** ADMINISTRATIVE CLERK (PRODUCTION): BUILDING ADMINISTRATOR  
(02 POSTS) (REF. NO. DOT123/2024)

**CENTRE:** COST CENTRE, PIETERMARITZBURG

**SALARY:** R 202 233 PER ANNUM (SALARY LEVEL 05)

**REQUIREMENTS:**

- A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus
- A valid driver's licence (minimum code B).

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Basic knowledge of OHS&S and security operating procedures as well as the ability to capture data.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of the working environment.
- Computer literate - be able to operate computer and collect statistics.
- Ability to plan and organize.
- Good verbal and written communication skills.
- Ability to work as part of a team as well as independently.
- The ideal candidate should be committed to organizational goals, flexible and have interpersonal relation.
- The ideal candidate should be committed to organizational goals, comply with performance agreements, be committed to service delivery, responsible, self-motivated, reliable, honest, loyal, trustworthy and diplomatic. He/she should have integrity, be an innovative thinker, teamwork orientated and be able to work independently, have an interest in development, maintain accuracy, confidentiality, punctuality, courteousness, tact and adhere to rules and regulations.

**KEY PERFORMANCE AREAS:**

- Attend to Office Services complaints/faults that are reported.
- Promote a safe, healthy, hygienic, and comfortable working environment.
- Deal with movable and immovable assets under Office Services.
- Promotion of Security services.

**ENQUIRIES:** Ms SS Ndlovu Tel No.: 033-392 6609

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**



**POST:** ADMIN CLERK: REVENUE AND EXPENDITURE CONTROL (REF. NO. DOT 124/2024)  
**CENTRE:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG  
(REGULATION AND SUPPORT)  
**SALARY:** R202 233 PER ANNUM (SALARY LEVEL 5)

**REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics.
- Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PPPFA and Financial Manual).
- Computer literacy.
- Planning and organization skills.
- Language Skills.
- Basic Numeracy skills.
- Ability to perform routine tasks.
- Ability to operate office equipment.
- Ability to interpret.
- Analytical and innovative thinking skills.
- Report writing and formulation skills.
- Interpersonal relation skills.
- Problem solving skills.
- The ideal candidate should have job knowledge and good communication, interpersonal relations and be flexible. He/she must be able to work as part of a team, be accurate and have an aptitude of figures.

**KEY PERFORMANCE AREAS:**

- Provide financial administration support services within the component.
- Perform bookkeeping support services.
- Provide procurement support.
- Render budget support services

**ENQUIRIES:** Ms. S Godlwana

Tel. No.: 033-355 0519

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** DRIVER/MESSENGER (06 POSTS)

**CENTRE:** LADYSMITH: (01 POST)  
ROAD TRAFFIC INSPECTORATE (LADYSMITH): (REF. NO. DOT 125/2024)

DURBAN: (02 POSTS)  
ROAD TRAFFIC INSPECTORATE (UMDLOTI) (02 POSTS): (REF. NO. DOT 126/2024)  
ROAD TRAFFIC INSPECTORATE (PINETOWN): (REF. NO. DOT 127/2024)

PIETERMARITZBURG: (01 POST)  
ROAD TRAFFIC INSPECTORATE (KOKSTAD): (REF. NO. DOT 128/2024)

INKOSI MHLABUNZIMA MAPHUMULO HOUSE: (02 POSTS)  
ROAD TRAFFIC INSPECTORATE ((REF. NO. DOT 129/2024)  
(SPECIAL SUPPORT SERVICES)  
MAINTENANCE TRAINING (REF. NO. DOT 130/2024)  
(TECHNOLOGY TRANSFER DIRECTORATE)

**SALARY:** R171 537 PER ANNUM (SALARY LEVEL 04)

**REQUIREMENTS:**

- Garde 10 or 7-12-months relevant experience; plus
- Valid driver's licence (minimum code 08).

**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 prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what the requirement for the storage of the vehicle are.
- Knowledge of the procedure to ensure that the motor vehicle is maintained properly.
- Knowledge of city(ies) in which the functions will be performed.
- Report writing and communication skills.
- Negotiation and problem-solving skills.
- Organizing and planning skills.
- Innovative and creative 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 vehicle to transport passenger and deliver other items (mail and/or documents).
- Execute 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 clerical support/messenger services in the relevant offices, this would *inter alia*, entail the following:
  - i. Collect and deliver documentation and related items in the Department.
  - ii. Copy and fax documents.
  - iii. Assist in the registry component as and when required.

<b><u>ENQUIRIES:</u></b>	EMPANGENI REGION	MR ET ZULU	035 7871442
	LADYSMITH REGION	MR LA NGEMA	034 3185021
	PIETERMARITZBURG REGION	MR B SHEZI	033 3550418
	DURBAN REGION	MR T MTHEMBU	031 7002222
	HEAD OFFICE	MR VK CHETTY	033 3558880
	HEAD OFFICE	MS NK MAZIBUKO	033 3940202

**CLOSING DATE:** 22 April 2024 @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 Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (*e-mailed applications must please be sent as ONE ATTACHMENT*).

For the personal attention of Ms HS Masango

**POST:** ROAD WORKER (53 POSTS)

**CENTRE:** EMPANGENI REGION (50 POSTS)  
COST CENTRE, HLUHLUWE

(REF. NO. DOT 131/2024)

PIETERMARITZBURG REGION (03 POSTS)

COST CENTRE, IXOPO: AREA OFFICE, UNDERBERG (03 POSTS) (REF. NO. DOT 132/2024)

**SALARY:** R 147 036 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:**

Mr T Mthethwa  
Ms G Hlabisa

Empangeni Region  
Pietermaritzburg Region

Tel. No.: 035 562 0261  
Tel. No.: 033 392 6600

**CLOSING DATE:**

22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kznttransport.gov.za](mailto:HRRecruitment@kznttransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT) (14 POSTS)

**CENTRE:** EMPANGENI (11 POSTS)  
AREA OFFICE HLUHLUWE (07 POSTS) (REF. NO. DOT 133/2024)  
AREA OFFICE JOZINI (04 POSTS) (REF. NO. DOT 134/2024)

PIETERMARITZBURG (02 POSTS)  
MAINTENANCE TEAM (ESTON) (REF. NO. DOT 135/2024)  
MAINTENANCE TEAM (NOTTINGHAM ROAD) (REF. NO. DOT 136/2024)

INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG) (01 POST)  
PAVEMENT PERFORMANCE MONITORING DIVISION (REF. NO. DOT 137/2024)  
(TECHNOLOGY TRANSFER DIRECTORATE)

**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:** Empangeni Mr T Mthethwa Tel. No.: 035 – 562 0261  
Pietermaritzburg Mr M Biyela Tel. No.: 033 – 330 3314  
Technology Transfer Directorate Mr SB Dingiswayo Tel. No.: 033 – 355 8014

**CLOSING DATE:** 22 April 2024 @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.

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**For the personal attention of Ms HS Masango**

**POST:** TRADESMAN AID (04 POSTS)

**CENTRE:** DURBAN REGION  
ROAD TRAFFIC INSPECTORATE, GROUVILLE (REF NO.: DOT 138/2024)

LADYSMITH REGION (02 POSTS)  
ROAD TRAFFIC INSPECTORATE, LADYSMITH (REF NO.: DOT 139/2024)  
ROAD TRAFFIC INSPECTORATE, MIDWAY (REF NO.: DOT 140/2024)

PIETERMARITZBURG REGION  
ROAD TRAFFIC INSPECTORATE, PIETERMARITZBURG (REF NO.: DOT 141/2024)

**SALARY:** R 147 036 (SALARY LEVEL 3)

**POST REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS, TRAINING 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, services and safe keeping of equipment and tools according to standards.

<b><u>ENQUIRIES:</u></b>	RTI Groutville	Mr F Zibane	Tel. No.: 032 5599 281
	RTI Ladysmith	Mr T Mthembu	Tel. No.: 036 6376 938
	RTI Midway	Mr L Ngema	Tel. No.: 036 3524 846
	RTI Pietermaritzburg	Mr Parmanand	Tel. No.: 033 3423 939

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as ONE ATTACHMENT).

For the personal attention of Ms HS Masango

**POST:** GROUNDSMAN (05 POSTS)

**CENTRE:** ROAD TRAFFIC INSPECTORATE: DURBAN

ROAD TRAFFIC INSPECTORATE: PARK RYNIE (01 POST) (REF. NO. DOT 142/2024)  
ROAD TRAFFIC INSPECTORATE: ROSSBURGH (03 POSTS) (REF. NO. DOT 143/2024)

**ROAD TRAFFIC INSPECTORATE: LADYSMITH**

ROAD TRAFFIC INSPECTORATE: RTI NQUTU (01 POST) (REF. NO. DOT 144/2024)

**SALARY:** R125 373 PER ANNUM (SALARY LEVEL 2)

**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.
- Maintain the garden.
- Maintain gardening equipment and tools.

**ENQUIRIES:**

Ms P Shangase (RTI Park Rynie)  
Ms TL Mqadi (RTI Rossburgh)  
Mr AA Maharaj (RTI Nqutu)

Tel. No.: 039-978 3471  
Tel. No.: 031-465 1684  
Tel. No.: 034-271 0636

**CLOSING DATE:** 22 April 2024 @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.

Applications may also be e-mailed to: [HRRecruitment@kzntransport.gov.za](mailto:HRRecruitment@kzntransport.gov.za) (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as **ONE ATTACHMENT**).

**For the personal attention of Ms HS Masango**

**POST:** CLEANER (07 POSTS)

**CENTRE:** EMPANGENI REGION

DEPOT TEAM (PHELANDABA): COST CENTRE, HLUHLUWE (REF. NO. DOT 145/2024)  
DEPOT TEAM (MACABUZELA): COST CENTRE, HLUHLUWE (REF. NO. DOT 146/2024)  
DEPOT TEAM (HLABISA): COST CENTRE, HLUHLUWE (REF. NO. DOT 147/2024)

ROAD TRAFFIC INSPECTORATE - EMPANGENI

ROAD TRAFFIC INSPECTORATE, EMPANGENI (REF. NO. DOT 148/2024)  
ROAD TRAFFIC INSPECTORATE, JOZINI (REF. NO. DOT 149/2024)  
ROAD TRAFFIC INSPECTORATE, MTUBATUBA (REF. NO. DOT 150/2024)  
ROAD TRAFFIC INSPECTORATE, VRYHEID (REF. NO. DOT 151/2024)

**SALARY:** R125 373 PER ANNUM (SALARY LEVEL 2)

**REQUIREMENTS:**

- AET Level 4 / Grade 9.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of cleaning procedures.
- Knowledge of refreshment provision.
- Knowledge of safety requirements attached to the duties of the post.
- Knowledge of service delivery programs.
- Knowledge of operating appliances.
- Ability to interpret and act on instructions.
- Ability to perform routine tasks.
- Ability to operate domestic appliances.
- Basic literacy and numeracy skills.
- The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.

**KEY PERFORMANCE AREAS:**

- Preparing, serving tea & washing up after tea breaks.
- Vacuum/ sweep offices, empty and clean appliances
- Clean toilets, lecture room block, windows and glass door.
- Mopping floors, wipe /dust walls & surfaces, empty rubbish bins.
- Polish floor.

**ENQUIRIES:** Ms CL Mkhwela (Empangeni Region)  
Mr ET Zulu (RTI - Empangeni)  
Mr LA Ngema (RTI – Ladysmith)  
Mr B Shezi (RTI – Pietermaritzburg)  
Mr T Mthembu (RTI – Durban)

Tel No.: 035 562 0261  
Tel No.: 035 787 1442/1445/1447  
Tel No.: 034 318 1411/318 3629  
Tel No.: 033 355 0418  
Tel No.: 031 700 2222

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