

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT**

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system. Applicants can also use the following email to forward their applications and quote the reference number of the post and the center where the post is located on the subject of the email. Recruitment@ectransport.gov.za.
- CLOSING DATE** : 18 September 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. To Obtain More Information on Requirements And Functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

MANAGEMENT ECHELON

- POST 21/303** : **CHIEF FINANCIAL OFFICER REF NO: DOT 01/08/2020**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)
- CENTRE** : Head Office
- REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Financial Accounting/Financial Management, 5 years at Senior Management level (SMS) in Financial Management environment. A Valid Driver's License. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management. Generic competencies: Results /

DUTIES

Quality Management, Decision Making, Knowledge Management, Change Management.

: Ensure the provision of financial accounting and administration services: Develop and monitor the implementation of financial administration and accounting policies, systems and processes. Provide salary administration services, Provide expenditure and general payments services, Provide cash and revenue management services, Provide asset liability and debt management services, Provide book keeping and financial accounting services. Ensure the provision of financial management accounting services: Develop financial management policies, processes and procedures. Conduct long term financial planning services. Compile and implement monthly forecasts. Advise program and responsibility managers with regards to allocation, additional allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile financial statements for the annual report. Liaise and manage relations with Treasury and Auditor General. Ensure the provision of supply chain and asset management services: Develop and monitor the implementation of supply chain management internal policies, systems and processes. Manage the provision of asset management services. Render services to and advise internal units with regards to demand and acquisition of services and goods. Provide supply and logistics management services. Provide procurement performance and compliance monitoring services. Provide assets and fleet management services. Ensure the provision of internal control and compliance management services: Coordinate the implementation of audit recommendations. Fraud and loss management. Fraud prevention. Governance framework across the department. Systems control across the department. Compliance monitoring in relation to policies, process and procedures. Financial information and service assurance. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/304

: **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE (PLANNING AND DESIGN) REF NO: DOT 02/08/2020**
Re-advertisement

SALARY

: R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

CENTRE

: Head Office

REQUIREMENTS

: National Senior Certificate, B. Degree (NQF Level 7) in Civil Engineering / Transport Planning. Registration with the Engineering Council of South Africa (ECSA) as a registered Professional Engineer/ Technologist. Five years Senior Managerial experience with at least 3 years engineering design within a transport infrastructure environment. SMS pre-entry certificate as Knowledge: Computer literacy. Knowledge of relevant acts and policies; contracts; budget procedure; Public Finance Management Act; Public Service Act; Occupational Health and Safety legislative framework. Skills: Problem solving. Customer relations. Service delivery innovation. Communication. Conflict resolution. Team and people management - Knowledge management. Change management. Self-management. Project management. Computer application. Operations. Budgeting skills. Database management. Fluency in plant/fleet systems and component costing. Fluency in lifecycle analysis. Asset Management.

<u>DUTIES</u>	:	Ensure provincial transport planning. Ensure provincial traffic engineering services. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans (including roads planning and design). Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/305</u>	:	<u>CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DOT 03/08/2020</u>
<u>SALARY</u>	:	R1 251 183 - R1 495 956.per annum (Level 14) (An all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Public Administration/Transport Economics/Transport Management. 5 years relevant experience at Senior Management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership, Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.
<u>DUTIES</u>	:	Provide effective stakeholder Inter-governmental relations. Services and coordinate Monitoring, Reporting and Evaluation: Stakeholder engagement and participation, Donor coordination and management, International Relations, Intergovernmental relations promotion, Outreach organizing, Programme Management (Including special projects). Develop and strengthen monitoring, inspection and evaluation procedures, Develop monitoring and impact indicator for the project success; Monitor and evaluate overall progress on achievement of results, Produce monthly, quarterly and annual performance reports. Provide communication and media liaison services and coordinate strategic planning and entity interface: Manage provision of effective external communication and Media liaison support. Manage promotion of access to information (content gathering, production and dissemination). Manage Public liaison and Events Management. Manage provision of effective internal communication services. Develop and maintain the departmental website. Provide publication and photo journalism. Manage the provision of strategy and planning services. Manage the provision of a structured link between the department and its entities. Management and coordination of research, policy coordination and information management services. Provide security and work environment management services: Provide security management services. Monitor adherence to implementation of whole spectrum of security function based on Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS) e.g. document, personal, computer, personnel security and other assets. Administer and monitor the implementation of security operating measures e.g. access control, key control etc. Conduct investigations on security breaches. Provide conducive work environment in terms of Occupational Health and Safety Act. Provide work environment management services (including Employee health and safety responsibilities attached to the functions). Provide infrastructure maintenance services. Provide refreshment coordination and refectory. Manage cleaning services. Provide transport services. Manage and coordinate organisational development services and information communication and technology management services: Oversee the management of organisational design services. Oversee Change Management and Service Delivery Improvement services. Manage of customer care services. Oversee information communications technology business enablement and governance services. Oversee ICT infrastructure and support services. Oversee ICT operations, solutions and support services. Oversee ICT information and knowledge management services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with

minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/306 : **CHIEF DIRECTOR: TRANSPORT REGULATIONS REF NO: DOT 04/08/2020**
Re-advertisement

SALARY : R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Traffic & Metropolitan Policing/ Traffic Policing / B. Tech in Road Traffic and Municipal Police Management/ LLB and any Relevant Qualification. 5 years' relevant experience at Senior Management level in the Transport Regulation environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: National Road Traffic Act. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational, Conflict Resolution / Problem Solving.

DUTIES : Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road traffic act. The enforcing of compliance of number plate manufactures and embossers with the road traffic act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The provision of counseling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the walk in center. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve center: The rendering of traffic infringement center's front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community based structures. The promotion of traffic safety awareness through mass communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the

directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/307 : **CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: DOT 05/08/2020**

SALARY : R1 251 183 - R1 495 956.per annum (Level 14) (An all – inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Transport Management/Transport Economics. 5 years relevant experience at Senior Management level in the transport operation environment SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership, Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

DUTIES : Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts/service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the Chief directorate: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/308 : **DIRECTOR: TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 06/08/2020**

SALARY : R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Mechanical Engineering. 5 years relevant experience at Middle

		Management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem, Analysis and Solving, Financial Management, Programmes and Project Management. Generic competencies: Results/Quality Management, Decision Making, Knowledge Management, Change Management.
<u>DUTIES</u>	:	Provision of reliable motor vehicle and infrastructure plant fleet: Research and advise on plant fleet and accessory provision. Manage procurement of plant fleet and accessories. Manage licensing and registration of vehicles. Manage the plant fleet and accessories asset register. Manage vehicle storage and warehousing. Manage plant fleet contracts and rentals. Manage the disposal of redundant fleet. Manage effective implementation of performance management system. Provision of technical motor vehicle and plant fleet maintenance services: Manage the implementation of vehicle management system. Ensure effective monitoring of motor vehicle maintenance by services providers. Manage cost effective motor vehicle and plant fleet end of life services. Manage the administration of vehicle accidents and losses, traffic fines and AARTO. Ensure effective fuel management. Provision of two way radio communication, loss control and fleet monitoring services: Manage research and guide on the provision of two way radios. Manage the rendering of radio network maintenance services. Summon investigations regarding loss control. Manage the recovery of losses and other incidents of theft fraud and corruption. Manage the provision of surveillance services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/309</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: DOT 07/08/2020</u>
<u>SALARY</u>	:	R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration. 5 years' experience at middle management in the executive support environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.
<u>DUTIES</u>	:	Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role

players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co – ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director- General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/310 : **DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 08/08/2020**

SALARY : R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Social Sciences/ Development Studies/ Public Administration or Management/ Project Management/ Monitoring & Evaluation. 5 year experience at Middle Management level in community development environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem, Analysis and Solving, Financial Management, Programmes and Project Management.

DUTIES : Manage the Identification of projects: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Mainstream EPWP principles into all departmental programs and projects. Establish strategic partnership with all departmental programs to adopt EPWP approach when implementing their plans. Guide districts in planning, implementation, monitoring and evaluation of projects. Manage consultation initiatives with communities and Municipalities: Establish strategic partnerships with Municipalities on the implementation of transportation based EPWP projects in their localities. Create platforms where municipalities and communities can engage with the department on transportation based EPWP initiatives. Draw clear terms of engagement with municipalities and communities in order to guide the districts. Manage community mobilisation and social facilitation: Establish protocol on community mobilisation that should be followed by EPWP practitioners. Develop guidelines on establishment of community project steering committees. Ensure that social facilitation has been conducted before any projects is started. Identify dispute resolution mechanisms should social facilitation encounters problems. Manage implementation of all transportation based EPWP projects: Establish a project management tool to identify progress in each project. Provide technical support to those projects that encounter difficulties to pool through. Ensure prompt reporting on each of the projects EPWP engage on. Ensure that a project close up report is drawn for each and every EPWP project the department has concluded. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager.

Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
- POST 21/311** : **DISTRICT DIRECTOR: DISTRICT MANAGEMENT (X3 POSTS)**
Re-advertisement
- SALARY** : R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)
- CENTRE** : Amatole Ref No: DOT 09/06/2020
Chris Hani Ref No: DOT 10/08/2020
Joe Gqabi Ref No: DOT 11/06/2020
- REQUIREMENTS** : National Senior Certificate, B. Degree (NQF 7 as recognized by SAQA) in Human Resource Management/Public Administration/Public Management/Business Administration/Engineering. 5 year relevant experience at Middle Management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan Knowledge of collective bargaining procedures, Asset management ,procedures ,Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, White paper on Civil Aviation,Provincial Public Transport Master Plan, Occupational Health & Safety,Procurement directives.
- DUTIES** : Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services: Management of HR and Financial services, Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services).Provide effective stakeholder and Inter- governmental relations services: Provide effective inter-governmental relations services Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Manage implementation of scholar transport services in the District: The monitoring that scholar transport performance adheres to agreed service levels and continues to improve. The implementation of stakeholder engagement services including mediation, conflict and dispute resolution. The verification of invoices and POD's. The processing of invoices for payment. The rendering of efficient reporting services. The efficient capturing of POD's. Promotion of road safety: The promotion of transport safety education in schools.The promotion of transport safety through community based structures. The promotion of transport safety awareness through mass communication. Monitoring services rendered by driver training schools. Evaluate the effectiveness of safety education literature. Oversee implementation of land transport services: The monitoring of contracts / service level agreements with public transport operators. The implementation of institutional formalisation and empowerment of the public transport industry. The implementation of mediation, conflict resolution, and dispute resolution and stakeholder matters related to public transport. Oversee and coordinate the rendering of sub district transport services: The rendering of effective traffic law enforcement. The promotion of traffic safety. The provision of public transport law enforcement services. The provision of administration support services following approved delegations. The coordination of sub district road maintenance service. Create work opportunities for the poor and unemployed people using EPWP: Monitor attainment of the set targets and assess their impact to EPWP. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Maintain law and order for all modes of transport by providing

quality traffic policing: The rendering of effective traffic law enforcement operations management and control services. The provision of counseling and spiritual services. The provision of public transport law enforcement services. The implementation of the national and provincial freight administration and overload strategy. Ensure compliance in terms of traffic legislation. The management of vehicle registrations and authorizations. The management of public transport regulation services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

OTHER POSTS

POST 21/312 : **CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: DOT00/08/2020**
Re-advertisement

SALARY : The department hereby invites suitably qualified person to serve on the Risk Management Committee of the Department. The department seeks to appoint one (1) person as a Chairperson of Risk Management Committee for a period of three (3) years. Compensation: Compensation shall be in accordance with rates determined for Audit for Audit Committee members as set out by National Treasury. All other refundable expenses are based on the National Treasury guidelines.

CENTRE : Head Office
REQUIREMENTS : At least five (05) years' experience in Risk Management, Finance, Internal or External Audit, Corporate Governance and Information Communication Technology. An NQF 7 qualification or higher in Accounting / Auditing/ Risk Management or Public Administration. Exposure in serving on oversight structures in the public sector and registration as a Certified Risk Management Professional, Certified Internal Auditor, Chartered Accountant or other recognized professional accreditation will be an added advantage. Demonstrate the ability to dedicate time to the Risk Management Committee of the department. Knowledge of Public Management Act (PFMA), Treasury Regulations, Public Sector, Risk Management Framework, Public Sector Anti-Corruption strategies, Public Service Act, , Public Service Regulations, Public Service Code of Conduct. Thorough knowledge of risk management principles and their implications. Intimate understanding of the departments mandate and operations and an ability to act independently and objectively in the interest of the department. Possess high levels of integrity.

DUTIES : Assist the Accounting officer discharge his risk management responsibilities by reviewing and recommending for approval the risk management policies and risk registers. Review the departmental risk management system and recommend improvements to the Accounting Officer. Discharge all duties on the risk management Committee Charter and the Risk Management Strategy.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/313 : **CHIEF ENGINEER: TRAFFIC ENGINEERING & LAND FREIGHT REF NO: DOT 12/08/2020**

SALARY : Grade A: R1 042 827 per annum (An all – inclusive remuneration package) (OSD)

CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience required as a registered professional Engineer. A Valid driver's license. Compulsory registration with the Engineering Council of SA (ECSA) as a Professional Engineer/

<u>DUTIES</u>	: Technologist.Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Knowledge of collective bargaining Procurement directives. : Freight planning and analysis effectiveness: Ensure alignment of Provincial policies and strategies with national policies. Update existing policies on overload control. Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Draft a Provincial Freight Plan. Build capacity to municipalities around the development and implementation of integrated transport plans. Maintain Freight planning implementation effectiveness: Implement policies and regulations for control and elimination of overloading. Oversee progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate.
<u>ENQUIRIES</u>	: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/314</u>	: <u>CHIEF ENGINEER: DISTRICT ROAD ENGINEER (DRE) REF NO: DOT 13/08/2020</u>
<u>SALARY</u>	: Grade A: R1 042 827 per annum (An all – inclusive remuneration package) (OSD)
<u>CENTRE REQUIREMENTS</u>	: Amatole : National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver's license.Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Eastern Cape Roads Act, Roads and Ribbon Development Act, Roads Maintenance Manuals, Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	: Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor

maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/315 : **CONTROL ENGINEERING TECHNOLOGIST: OUTSOURCE TRANSPORT INFRASTRUCTURE REF NO: DOT 14/08/2020**

SALARY : Grade A: R751 542 pre annum (An all – inclusive remuneration package) (OSD)

CENTRE REQUIREMENTS : Sarah Baartman
National Senior Certificate, National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as Professional Technologist. A Valid Driver's license. License. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Knowledge of collective bargaining Procurement directives.

DUTIES : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/316 : **DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 17/08/2020**
(12 months contract posts)

SALARY : R733 257 - R863 748 per annum (Level 11)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport/ Public Administration/ Public Management. 3-5

years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member will serve as added advantage. Valid Driver's license. Knowledge: SOP. NLTA. NLTR. Code of conduct.

DUTIES

: Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

ENQUIRIES

: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/317

: **DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: DOT18/08/2020**

SALARY CENTRE REQUIREMENTS

: R733 257 - R863 748 per annum (Level 11)
 Joe Gqabi
 : National Senior Certificate, National Diploma/ (NQF Level 6), B. Degree (NQF Level 7) in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/ Public Management with 3 years' Managerial (Assistant Director Level) experience in Public Transport Management. A Valid Driver's license. Knowledge: Taxi industry. Public

DUTIES

Transport Forums. Elections of Executive committee members. Annual Performance Plan. Strategic Planning. Meeting procedures. Report writing. Conflict Management. Facilitation. Negotiation. Communication. Analyzing, Interpersonal Relations.

: Monitor contracts/service level agreements with public transport operators and service providers: Manage compliance with contractual obligation by public transport operators and service providers. Facilitate and monitor payment of service providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision of public transport infrastructure. Coordinate the provision of non-motorized transport. Facilitate accommodation of passengers with special needs in the public transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxis etc.). Monitor empowerment projects focusing at the public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage Taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporative governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safe keeping of assets. Ensure personnel contribution and level of responsibility. Facilitate term goals setting. Collaboration of Stakeholders to facilitate provision of Integrated Public Transport solution: Interact and engage with internal and other external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport solution that incorporates non-contracted, rural service, Shove Kalula Bicycle Programme, Learner and some inter-town services into the formal contracted bus sector through PIPTMP. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/programmes/ function between and within the institution.

ENQUIRIES

: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/318

: **DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT & DEVELOPMENT (SCHOLAR TRANSPORT) REF NO: DOT19/08/2020**

SALARY CENTRE REQUIREMENTS

: R733 257 - R 863 748 per annum (Level 11)
: East London
: National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Management/Public Administration/Transport Management or Transport Economics. 3 year relevant experience at Assistant Director Level. A Valid Driver's license.Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan.

DUTIES

: Institutional formalisation of the public transport industry: Establish a Public transport representative structures composed of public transport stakeholders and operators. Develop the terms of reference for the Public transport representative structure. Draw a clear conflict and dispute resolution

guidelines. Ensure that representative structure operate within the confines of the memorandum of agreement. Develop a communication protocol with representative structures. Ensure that there is advocacy around public transport regulations and policies. Coordinate establishment of business entities. Stakeholder engagement including mediation, conflict and dispute resolution: Build a strong stakeholder engagement platform. Guide the gathering of intelligence on public transport mediation, conflicts and disputes. Oversee the preparation and issuing of mediator briefs. Receive and make a follow up on mediation reports. Provide strategic direction on establishment of transport stakeholder and commuter forums. Ensure that a commuter call centre is established and is fully operational. Build trust between the stakeholders and the Department. Management of scholar Transport Public Perceptions, Supplier Relations and Commuincation: Build a strong stakeholder engagement platform. Build trust between the stakeholders and the Department. Constantly provide feedback on scholar transport operations to mitigate public perception. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/319 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT SERVICES REF NO: DOT20/08/2020**

SALARY CENTRE REQUIREMENTS : R733 257 - R863 748 per annum (Level 11)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management/ logistics /Purchasing qualification. 3 year SCM experience at Assistant Director Level. A Valid driver's license.Knowledge: Public Finance Management Act (PFMA), 1999. Treasury Regulations Public Service Act, 1994.

DUTIES : Manage the functional operation of the Sub directorate: Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification. Committees and render a secretariat service to the relevant committees. Oversee the bidding process: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/320</u>	:	<u>DEPUTY DIRECTOR: ASSET REGISTER & INVESTORY MANAGEMENT</u> <u>REF NO: DOT21/08/2020</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (level 11)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognized by SAQA) in Finance, Logistics Management/ Supply Chain Management related qualification. 3 years relevant experience as Assistant Director in the environment. A Valid driver's license Knowledge: Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of movable assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Management of immovable assets: Management of the departmental Capital Work In Progress Register. Ensure that all construction projects are recorded in the CWIP register. Conduct reconciliation of expenditure for construction projects with BAS. Plan and implement verifications of projects on CWIP on quarterly basis. Manage the Immovable Asset Register for all complete construction projects. Manage the disposal of Immovable Assets. Prepare the transfer of complete construction projects to the relevant custodians. Prepare the Financial Disclosures for Immovable Assets on a quarterly and annual basis. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/321</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT SAFETY</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (Level 11)
<u>CENTRE</u>	:	Chris Hani Ref No: DOT22/08/2020 Joe Gqabi Ref No: DOT23/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Developmental Studies/ Road Safety Management, Education, Public Relations, Social Science and Communication. 3 years' experience as an Assistant Director in the Transport Safety environment. A Valid driver's license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act. Project Management. People Management. Resource

		Management. Time Management Report Writing. Research & Development. Social Facilitation.
<u>DUTIES</u>	:	Research and develop strategies to promote public empowerment and participation in road safety Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by local authorities Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Coordinate the promotion, training and development of community road safety structures. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manages budget allocated to the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or over spending. Participate in In -Year Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts. Ensure effective management of the sub directorate Manage all human resource allocated to the sub directorate. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/322</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT24/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 - R863 748 per annum (Level 11)
	:	Head Office
	:	National Senior Certificate, National Diploma (NQF Level 6) /Bachelor's Degree (NQF level 7 as recognized by SAQA) in Social Sciences/ Development Studies/Public Administration or Management/ Project Management/ Monitoring & Evaluation. 3 year relevant experience at Assistant Director Level. A valid driver's license. Knowledge: EPWP principles and guidelines. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Occupational Health & Safety.
<u>DUTIES</u>	:	Coordinate the Identification of projects: Incorporate EPWP and labour intensive principles into all transportation projects. Manage that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Mainstream EPWP principles into all departmental programs and projects. Manage strategic partnerships with all departmental programs to adopt EPWP approach when implementing their plans. Coordinate districts in planning, implementation, monitoring and evaluation of projects. Coordinate consultation initiatives with communities and Municipalities: Manage strategic partnerships with Municipalities on the implementation of transportation based EPWP projects in their localities. Coordinate platforms where municipalities and communities engage with the department on transportation based EPWP initiatives. Monitor implementation of established terms of engagement with municipalities and communities. Coordinate community mobilisation and social facilitation: Manage the protocol on community mobilisation that should be followed by EPWP practitioners. Monitor that community project steering committees are established and operate within the prescribed guidelines. Coordinate conducting of social facilitation before any projects is started. Coordinate dispute resolution mechanisms should social facilitation encounters problems. Coordinate implementation of all transportation based

EPWP projects: Manage the application of a project management tool to identify progress in each project. Provide technical support to those projects that encounter difficulties to pool through. Coordinate prompt reporting on each of the EPWP projects. Coordinate the completion of a project close up report for each and every EPWP project the department has concluded. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/323 : **DEPUTY DIRECTOR: SCHOLAR TRANSPORT SUSTAINABILITY REF NO: DOT25/08/2020 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R733 257 - R863 748 per annum (Level 11)
: East London
: National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting/Financial Management. 3 years relevant experience at Assistant Director Level. A Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Provincial Scholar Transport Policy. Provincial Integrated Public Transport Master Plan.

DUTIES : Provide financial data management services: Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure that data captured on interface (systems) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Manage the payment of suppliers: Monitor uploading of payments on BAS. Ensure effective management of accruals. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Provide budget and expenditure management services: Coordinate the budgeting process for the chief directorate. Monitor budget spending and recommend corrective measures should over or under spending is detected. Produce financial reports needed from the chief directorate. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/324 : **DEPUTY DIRECTOR: CIVIL AVIATION COMPLIANCE REF NO: DOT26/08/2020**

SALARY CENTRE REQUIREMENTS : R733 257 - R863 748 per annum (Level 11)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) in Airport Management/ Business Management. 3 year managerial (Assistant Director) experience in Civil Aviation. A Valid Driver's license. Knowledge: Civil Aviation Act. Civil Aviation Regulations. White paper

		on Civil Aviation. National key Points. Public Service Regulations. Public Service Act.
<u>DUTIES</u>	:	Provide business development services: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts: Establish legal and organizational arrangements with agencies, organisations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/325</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE MAINTENANCE) REF NO: DOT 27/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 - R 863 748 per annum (Level 11) OR Tambo National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7 as recognised by SAQA) in Civil engineering. 3 years' working experience in the infrastructure environment at an Assistant Director Level. A Valid Driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/326</u>	:	<u>CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (Level 11)

<u>CENTRE</u>	:	Alfred Nzo Ref No: DOT 28/08/2020 Amathole Ref No: 29/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/ Road Traffic and Municipal Police Management/ Traffic Management/ LLB/ Public Management/Traffic Safety Management/ Transport Management. 7-10 years working experience in the field in Traffic Law enforcement. 3-5 years Management experience. Valid Driving License at least a code B. No Criminal record. Knowledge: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of law enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable legislations –Public transport and traffic environment.
<u>DUTIES</u>	:	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/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Coordinate 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 centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedure. 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 Provincial and implement corrective action in problem areas. Regular budget control and management discussions as part of management meeting. 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 get lost and put measures in place to deal with it. Manage assets as per inventories of station/center.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/327</u>	:	<u>DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: DOT30/08/2020</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (Level 11)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/Public Management/B. Degree in Education. 3-5 years' relevant experience in the field at Assistant Director Level. A Valid driver's license. Knowledge: National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management

principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.

DUTIES

romote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations from each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/328

: **CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X6 POSTS)**

SALARY CENTRE

: R470 040 - R553 677 per annum (Level 10)
 : Matatiele Ref No: DOT46 /08/2020
 Kinkelbos Ref No: DOT47 /08/2020
 Struandale Ref No: DOT48 /08/2020
 Graaff- Reinet Ref No: DOT 49/08/2020
 Cradock Ref No: DOT 50/08/2020
 VTS Ref No: DOT 51/08/2020

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/ Road Traffic and Municipal Police Management/ Traffic Management/ LLB/ Public Management/Traffic Safety Management/ Transport Management. 7 -10 years working experience in Traffic Law Enforcement Field. 3 -5 years Supervisory Experience in the field. At least a valid code B Driving licenses. No criminal record. Knowledge: Extensive knowledge of traffic management policies and C. Public Service Regulations. Traffic Management Act. Traffic management systems (TRAMAN, ENatis). Performance management system.

DUTIES

: Conducting of inspections to DLTC's to check compliance with procedures: Check availability of registration certificate, registered examiners and their correct grading. Check whether applicants are correctly booked in the register. Check whether all relevant prescribed forms are completed. Inspect layout of yard test in respect of road markings and measurements of manoeuvres are correct. Check that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions. Audit files and pursue any

irregularities that may prevail which may lead to disciplinary or criminal offence. Conducting of inspections to VTS's to check adherence with procedures: Check that the site is correctly zoned and the structure has a clear entrance and exit. Check whether the working space provided is of the correct length. Check whether the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS (SANS) standards. Check whether there is a management representative managing all affairs of the facility. The application and execution of punitive measures in respect of any irregularities and to effect appropriate measures for non-compliance: Suspend or cancel all an authorised officers/stations/centres. Analyze and scrutinize the extent of peculiarities and irregularities for decision making. Issue TS 4 form for warning or TS 5 form for suspension of the station. Execute any duties confined in the Criminal Procedure Act. Execute any duties confined in the Criminal Procedure Act. Monitoring compliance with set provincial specifications by number plate manufacturers and embossers: Conduct physical inspections to embossers to check whether the certificate is displayed conspicuously. Cancel registration for non-compliance.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/329 : **CHIEF PROVINCIAL INSPECTOR: INSPECTORATE SERVICES REF NO: DOT133 /08/2020**

SALARY CENTRE REQUIREMENTS : R470 040 - R553 677 per annum (Level 10)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Traffic management /Public Management/ Transportation. Examiner of motor vehicles. Examiner of driving licenses. 3-5 years' experience on a Supervisory level. A valid Driving License Code: EC/ C1 & A. No criminal record. Knowledge: Extensive knowledge of Road traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.

DUTIES : Evaluate and monitor new and old vehicle testing stations: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS's applications are dealt with. Conduct compliance inspections and compilation of reports thereof on Vehicle Testing Stations: Inspect all VTS at-least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor. Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted. Conduct investigations regarding fraud and corruption on Vehicle Testing Stations: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/330 : **CONTROL ENGINEERING TECHNICIAN**

SALARY CENTRE : Grade A: R446 202 per annum (all – inclusive OSD package)
: Chris Hani Ref No: DOT 15/08/2020
: Alfred Nzo Ref No: DOT 16/08/2020

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Bachelor of Technology (NQF Level 7) in Civil Engineering (B Tech). 3 years post qualification. Engineering experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technician/ Technologist. Knowledge: Project Management, Technical design and analysis knowledge. Research and development, Computer aided computer applications, Knowledge of legal compliance, Technical report writing, Networking, Professional judgement. Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focused and responsiveness, Communication, Computer skills, Planning and organising, People Management.

DUTIES : Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities. Promote safety standards in line with the statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology.

		Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Conduct Research and Development: Keep up with new technologies and procedures. Research/ literature studies on technical engineering technologies to improve expertise. Liaise with relevant boards/ councils on engineering related matters. Perform Administrative and related function: Compile and submit monthly and quarterly reports. Provide inputs on the operational plan. Develop, implement and maintain database.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/331</u>	:	<u>ASSISTANT DIRECTOR: MOTOR VEHICLE REGISTRATION AUTHORIZATION REF NO: DOT132/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 - R454 920 per annum (Level 09) Head Office National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public affairs/Public Management/ Public Administration/Transportation. 3 years supervisory experience. A Valid Driver's License. Knowledge: Extensive knowledge of Road traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.
<u>DUTIES</u>	:	Management the Provincial Registering Authorities: Management and ensuring that all the Registering Authorities operates according to the National Road Traffic Act 93/1996. Manages and ensure that all Registering Authorities adhere to the signed Service Level Agreement. Managing and ensuring that all people using NATIS at Registering Authorities are authorised to do so and they are effecting appropriate allocated transactions. Management of introduction of motor vehicles on NaTIS: Managing the receiving of all applications for introductions of motor vehicles on the NaTIS. Management and ensuring that all files received are scrutinized and adhere to all the requirements as per the NRTA 93/96 as well as the minimum requirements for sensitive transactions. Managing and ensuring that all transactions performed are counterchecked and authorised. Manage the turnaround time for all transactions to be performed. The Management and verification of sensitive transactions: Managing the issuing of sensitive transactions to users. Managing and ensuring that all sensitive transactions are captured. Execute any duties confined in the Road Traffic Act (Act 93/ 1996). Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Director. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/332</u>	:	<u>ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: DOT31/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 - R454 920 per annum (Level 09) Mthatha Airport National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7as recognized by SAQA) in Safety Management. 3 years supervisory experience (SL 7/8) in Airport Safety Management. A Valid Driver's License. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.
<u>DUTIES</u>	:	Implement airport safety Standards as per CAA requirements: Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement.

Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/333 : **ASSISTANT DIRECTOR (MONITORING INSTITUTIONAL SUPPORT & DEVELOPMENT (SCHOLAR TRANSPORT) REF NO: DOT32/08/2020**

SALARY : R376 596 - R454 920 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Management/Public Administration/Transport Management or Transport Economics. 3 years supervisory experience (SL 7/8) in the environment. A Valid Driver's License. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan.

DUTIES : Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes: Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/334</u>	:	<u>ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS</u>
<u>SALARY CENTRE</u>	:	R376 596 - R454 920 per annum (Level 09)
	:	Alfred Nzo Ref No DOT33/08/2020
	:	Amathole Ref No: DOT34/86/2020
	:	Sarah Baartman Ref No: DOT35/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Economics/ Transport Management/Public Administration/Project Management/Social Science/ Public Management. 3-5 years' experience in public transport management at a Supervisory Level (SL7/8). A Valid Driver's License. Knowledge: National Land Transport Act. Provincial Intergrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.
<u>DUTIES</u>	:	Monitor compliance with contractual obligations Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services. Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non motorised scholar transport programme: Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councilors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub- section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/335</u>	:	<u>ASSISTANT DIRECTOR (OPERATIONS): PUBLIC TRANSPORT OPERATIONS</u>
<u>SALARY CENTRE</u>	:	R376 596 - R454 920 per annum (Level 09)
	:	Chris Hani Ref No: DOT36/08/2020
	:	Amathole Ref No: DOT37/08/2020
	:	Sarah Baartman Ref No: DOT38/08/2020
	:	Joe Gqabi Ref No: DOT39 /08/2020
	:	OR Tambo Ref No: DOT40 /08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Management/Transport Economics/Public Administration/Public Management. 3-5 years' experience in public transport management at a Supervisory level (SL7/8). A Valid Driver's License. Knowledge: National Taxi Recapitalization program. National Land Transport Act. Provincial Intergrated Public Transport Master Plan.

DUTIES

Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures. Facilitate institutionalization and formalization of the taxi industry: Conduct regular meets with regional taxi associations and other relevant taxi structures in the district. Assist the minibus taxi associations to conduct elections. Conduct induction for the newly elected executive members of the association. Facilitate training of the taxi operators: Identify training needs for the taxi industry. Liaise with SETAs and training providers. Appoint a service provider to provide training of taxi operators. Arrange training for the minibus taxi operators (owners & drivers). Render conflict resolution and mediation services: Visit areas where there is conflict reported or complaint registered. Gather information to determine the root cause of the conflict or dispute. Provide gathered information to the intelligence unit of that particular area. Facilitate mediation and reconciliation between the parties that are in conflict. Monitor implementation of agreed upon resolutions to curb future conflicts. Drive the implementation of taxi recapitalization programme: Market taxi recapitalization program to the taxi operators. Assist taxi operators with relevant documentation for scrapping. Assist taxi operators to take their vehicles to the taxi scrapping agency for scrapping. Make follow up with the taxi scrapping agency around outstanding payments. Receive regular update on the number of taxis scrapped in the district. Conduct awareness workshops on advantages of setting up co-operatives by taxi industry. Facilitate establishment of cooperatives as part of transformation of the taxi industry. Monitor operations of cooperatives and provide support where necessary. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in-line with the departmental financial delegations.

ENQUIRIES

Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/336

ASSISTANT DIRECTOR: OHS-TECHNICAL SUPPORT & PROFESSIONAL REF NO: DOT41 /08/2020

SALARY CENTRE REQUIREMENTS

R376 596 - R454 920 per annum (Level 09)
OR Tambo
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Safety Management / B. Tech (Building, Construction Management, Quantity Surveyor, Architecture, Civil, Electrical, Mechanical). 3-5 years' experience in safety environment. Registration with SACPCMP as a Professional Construction Health and Safety Agent. A Valid Driver's License. Knowledge: Basic Principles in Occupational Hygiene. Safety Management. Policies and Procedures. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Procurement directives. Knowledge of Risk Assessment.

DUTIES

Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes: Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are

signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/337 : **ASSISTANT DIRECTOR: TRANSPORT SAFETY EDUCATION REF NO: DOT42/08/2020**

SALARY CENTRE REQUIREMENTS : R376 596 - R454 920 per annum (Level 09)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Education, Communication, Public Relations, Project Management, Development Studies/B. Tech in Traffic Safety Management. Minimum of 3-5 years' supervisory experience (SL7/8) in Road Safety Education OR as an Educator. A Valid Driver's License Knowledge: National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

DUTIES : Alignment of road safety programs with the departmental strategy: Participate in the identification of road safety programmes. Liaise with traffic control to identify areas with high pedestrian fatalities. Participate in the development of road safety operational plan. Effective implementation of road safety programs: Participate in the establishment of road safety councils. Coordinate development of a schedule of meetings in conjunction with road safety councils. Coordinate the identification of schools for participation in road safety debate. Attend to applications for scholar patrol services. Coordinate road safety awareness programmes targeting rural farmers/stock owners. Market the driver of the year completion to public transport and heavy vehicles drivers to maximise participation. Effective implementation of road safety projects: Draft a clear programme for road safety in the National Arrive Alive Campaign. Liaise with other stakeholders around organising of Arrive Alive Campaign. Coordinate implementation of the programme during Arrive Alive Campaign. Facilitate acquisition of promotional material for road safety projects. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/338 : **ASSISTANT DIRECTOR: TRANSPORT SAFETY**

SALARY CENTRE : R376 596 - R454 920 per annum (Level 09)
: Alfred Nzo Ref No: DOT43/08/2020
: Amathole Ref No: DOT44/08/2020

<u>REQUIREMENTS</u>	:	Joe Gqabi Ref No: DOT45 /08/2020 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Road Safety Education, Development Studies, Communication, Public Relations, Project Management. Minimum of 3-5 years' supervisory experience (SL7/8). A Valid Driver's License Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Implement road safety education programs: Liaise with the department of education for identification of schools that will participate in road safety education. Receive and conduct assessments on applications for scholar patrol. Coordinate implementation of school road safety debates. Coordinate utilization of Junior Traffic Testing Center. Monitor the condition of Junior Traffic Testing Centers and facilitate repair works if needed. Manage community road safety councils operations: Liaise with community structures for establishment of community road safety councils. Facilitate induction of appointed community road safety councils. Assist community road safety councils to develop their operational plans. Verify travelling claims from community road safety council members against implementation reports and authorize payment. Facilitate spending of budget allocated to community road safety council operations. Receive, analyze and consolidate implementation reports submitted by road safety councils. Facilitate sitting of provincial community road safety council meetings. Implement community road safety awareness programs: Coordinate intergovernmental stray animal management programs. Establish good working relationship with community leaders and structures to promote stray animal management. Facilitate training of road rangers on road safety awareness. Coordinate driver training program for private sector organizations. Implement projects identified by the National Department of Transport like driver of the year competition and arrive alive campaigns. Administer human and capital resources: Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Gather information from outside bodies and staff and collate it to produce performance assessment reports. Authorize expenditure up to the delegated amount. Input in the budgeting process for the section.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/339</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: DOT52/08/2020 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 - R454 920 per annum (Level 09) Head Office
<u>DUTIES</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/Public Management. 3-5 years supervisory experience (SL7/8) in Public Transport Management. A Valid Driver's License. Knowledge: Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Human Resource Management. Administer road based public transport contracts Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage

subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/340 : **ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING)**
REF NO: DOT 53/08/2020

SALARY CENTRE REQUIREMENTS : R376 596 - R454 920 per annum (Level 09)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Developmental Studies/Monitoring & Evaluation/Social Sciences/Public Management/Administration. 3-5 years Supervisory experience (SL7/8) in the field. A Valid Driver's License. Knowledge: Extended Public Work Program Programme, Labour Intensive Methodologies. Development planning policy. EPWP reporting system. Emerging contractor development policies and procedures. Project Management Principles.

DUTIES : The recording of economic empowerment impact with respect to historically disadvantaged individuals. Engage communities where the study will be conduct. Facilitate development and approval of questionnaire. Administer distribution and filling of questionnaire. Facilitate the capturing and compilation of data. Administer data analysis and compile write report. Monitor and evaluate all departmental EPWP projects. Develop a sound Monitoring environment and systems for the Department. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the Department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of the section. Manage all human resource allocated to the section. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/341 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT (CBP)**

SALARY CENTRE REQUIREMENTS : R376 596- R454 920 per annum (Level 09)
: Head Office Ref No: DOT 54/08/2020
: Alfred Nzo Ref No: DOT 55/08/2020
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Sciences/ Development Studies/ Public Administration or Management/ Project Management/ Monitoring & Evaluation. 3 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, BCEA, LRA, Departmental Strategic Planning, Departmental Annual Performance Plan, Asset management procedures, Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes, Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, Policies and Procedures, Government Programmes, Occupational Health & Safety, Procurement directives.

DUTIES

: Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

ENQUIRIES

: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/342

: **ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER REF NO: DOT142/08/2020**
Re-advertisement

SALARY CENTRE REQUIREMENTS

: R376 596 - R454 920 per annum (Level 09)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) /B. Degree (NQF Level 7) in Traffic management or Public Management. 3-5 years' supervisory experience at salary level 7/8 in the NaTiS environment. A valid Driving License Code: B, EC.Knowledge: Extensive knowledge of National Road traffic Act and Regulations. Public Service Regulations. National Traffic Information Systems (Natis). Performance management and Development system. PAIA, PAJA, Combating of fraud and corruption Act, POPI Act.

DUTIES

: Management of the system security aspects: To ensure availability and access to all the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the eNaTiS Helpdesk, RA's, DLTC's, Weighbridges, Back Office and VTS's. To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements Management of Provincial NaTiS Support Centre: To workshop the System Users on the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system

updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA's, DLTC's, Weighbridges, Back Office and VTS's. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department and other Law Enforcement Agencies. To represent the Department in any investigation, prosecution or defense required within the Judicial System. To make follow-ups on any allegations with regards to systems usage.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/343 : **PRINCIPAL PROVINCIAL INSPECTOR: COMPLIANCE ENFORCEMENT REF NO: DOT 136/08/2020**

SALARY CENTRE REQUIREMENTS : R316 791 - R373 167 per annum (Level 08)
: Head Office
: National Senior Certificate, B. Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/344 : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X14 POSTS)**

SALARY CENTRE : R316 791 - R373 167 per annum (Level 08)
: Amatole – Ref No: DOT 67/08/2020
: Butterworth- Ref No: DOT68/08/2020
: Grahamstown- Ref No: DOT 69/08/2020
: Aberdeen- Ref No.DOT 80/08/2020
: Alfred Nzo- Ref No: DOT81/08/2020 (X2 Posts)
: Pakade- Ref No: DOT82/08/2020
: Graaff-Reinet- Ref No: DOT83/08/2020
: Humansdorp- Ref No: DOT84/08/2020
: Hani: Queenstown Station-Ref No: DOT85/08/2020 (X2 Posts)
: Queenstown: Cradock Station- Ref No: DOT 86/08/2020 (X1 Post)

<u>REQUIREMENT</u>	: Gqabi- Ref No: DOT87/08/2020 (X2 Posts) National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 OR More years as a Provincial Inspector. At least code B Valid Driver's License. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.
<u>DUTIES</u>	: Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.
<u>ENQUIRIES</u>	: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/345</u>	: <u>SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 88/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R316 791 - R373 167 per annum (Level 08) : Sarah Baartman : National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/Management/Development studies /Social Science/Community Development/Monitoring and Evaluation/ Project Management. 1-2 years' experience in the Community Development environment. A valid driver's license. Knowledge: Project management principles. PFMA. Meeting procedures. Report writin. Stakeholder and customer relationship management. EPWP principles and guideline.
<u>DUTIES</u>	: Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and

		orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/346</u>	:	<u>SENIOR PROJECT COORDINATOR: INNOVATION & EMPOWERMENT REF NO: DOT 89/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08) OR Tambo National Senior Certificate, National Diploma (NQF Level 6)/B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/Management / Development studies/Social Science/Community Development/Monitoring and Evaluation/ Project Management. 1-2 years' experience in the Innovation and Empowerment environment. A valid driver's license.Knowledge: Extended Public Work Program Principles. Emerging contractor development policies and procedures. Project Management Principles.
<u>DUTIES</u>	:	Promote the identification of innovative ideas: Administer identified innovation initiatives. Administer partnerships with other state entities and private sector organisations to enhance innovation. Organise research initiatives to identify new solutions to poverty alleviation initiatives. Maintain innovation and knowledge hub to support departmental programs and projects. Promote conceptualisation of ideas. Administer capacitation of beneficiaries through training: Organise training and learnership programmes for all EPWP transportation infrastructural projects. Coordinate involvement of Provincial FET's in the in-service training of students and technical personnel in labour intensive training. Organise training programmes for emerging contractors. Mobilise community participation in all training initiatives. Administer alignment of training programs with relevant SITAS. Administer entries of SMMEs and PPPs into the economy: Administer accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport based projects both in the department and municipalities. Encourage business sector to support SMMs and PPPs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/347</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08) Fort Beaufort Ref No: DOT90/08/2020 Maclear Ref No: DOT91/08/2020 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Development Studies, Communication, Public Relations, Project Management. A valid Code B driver license. 1-2 years relevant experience in the field Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects:

		Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/348</u>	:	<u>ROADS SUPERINTENDENT: SPECIAL MENTEINANCE REF NO: DOT 91/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08) Amathole National Senior Certificate, National Diploma (NQF Level 6) in Civil Engineering. Five (5) years' relevant experience. A Valid Driver's license. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Supervise the provision of road construction and/or maintenance services through the following. Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Provide support in the development of team members. Manage handling and maintenance of heavy road construction machines and vehicles. Provide mentorship regarding the caring for and handling of all road construction machinery and vehicles. Manage Resources allocated to the post holder including Human Resources. Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/349</u>	:	<u>ENGINEERING TECHNICIAN: CIVIL</u> (One Year Contract)
<u>SALARY CENTRE</u>	:	R311 859 per annum (OSD) KSD Ref No: DOT56/08/2020 Nyandeni Ref No: DOT57/08/2020 OR Tambo Ref No: DOT58/08/2020 Port St Johns Ref No: DOT59/08/2020 (X2 Posts) Grahamstown Ref No: DOT60/08/2020 (X5 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
<u>DUTIES</u>	:	Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development .Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel N: (043) 604 7455/7458

<u>POST 21/350</u>	:	<u>ENGINEERING TECHNICIAN: MECHANICAL (X3 POSTS)</u> (One Year Contract)
<u>SALARY CENTRE</u>	:	R311 859 per annum (OSD) Alfred Nzo Ref No: DOT 61/08/2020 Grahamstown Ref No: DOT62/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organizing.
<u>DUTIES</u>	:	Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/351</u>	:	<u>ENGINEERING TECHNICIAN (X4 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE</u>	:	R311 859 per annum (OSD) Amathole-Special Maintenance Peddie- Normal Maintenance Ref No: DOT65/08/2020 (X3 Posts) Mnquma- Normal Maintenance Ref No: DOT66/08/202 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Civil Engineering. 3-5 years' experience. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	:	Render technical services under supervision: Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions: Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

<u>POST 21/352</u>	:	<u>PERSONAL ASSISTANT REF NO: DOT 92/08/2020</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Transport Regulation)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) Secretarial Diploma/Office Management and Technology. 1-2 years' experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people 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. Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

<u>POST 21/353</u>	:	<u>ADMIN OFFICER: MONITORING REF NO: DOT93/08/2020</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Scholar Transport: Amatole
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Pubic Management. 1-2 years' experience in monitoring environment. Knowledge: Monitoring and evaluation processes. Conducting of Research. Report writing. Analysis of Raw Data. Computer hardware and software.
<u>DUTIES</u>	:	Monitor implementation of scholar transport programme: Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD's submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/354</u>	:	<u>ADMIN OFFICER (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Ref No: DOT 94/08/2020 Chris Hani Ref No: DOT95/08/2020 OR Tambo Ref No: DOT96/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1-2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/355</u>	:	<u>ROAD SAFETY OFFICER</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Mt Ayliff/MaXesibeni REF NO: DOT 97/08/2020)

		Matatiele Ref No: DOT98/08/2020
		Cofimvaba Ref No: DOT99/08/2020
		OR Tambo Ref No: DOT100/08/2020
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Development Studies, Communication, Public Relations, Project Management. A Valid driver's license. 1-2 years' experience in Road Safety Environment. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/356</u>	:	<u>PRINCIPAL ROAD WORKS FOREMAN REF NO: DOT 101/8/2020</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent. A Valid Driver's license (A minimum of Code 8). Five (5) years' relevant experience in the environment. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/357</u>	:	<u>PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP) REF NO: DOT102/8/2020</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/Community Development/Monitoring & Evaluation/Social Science/Project Management. 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.

<u>DUTIES</u>	:	Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/358</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (X16 POSTS)</u>
<u>SALARY CENTRE</u>	:	R257 508 - R303 339 per annum (Level 07)
	:	Alfred Nzo Ref No: DOT 103/08/2020
	:	Amathole Ref No: DOT104/08/2020
	:	Fort Beaufort REF NO: DOT105/08/2020
	:	Zwelitsha Ref No: DOT 106/08/2020
	:	Elliotdale Ref No: DOT107/08/2020
	:	Struandale Ref No: DOT108/08/2020
	:	Grahamstown Ref No: DOT109/08/2020
	:	Chris Hani: Queenstown Station Ref No: DOT110/08/2020 (X2 Posts)
	:	Cradock Ref No: DOT111/08/2020
	:	Joe Gqabi Ref No: DOT112/08/2020
	:	Sterkspruit Ref No: DOT113/08/2020
	:	Mthatha Ref No: DOT114/08/2020 (X4 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B Valid Driver's License. No Criminal record.Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment. Skills: Conflict management skills.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. NyamakaziTel No: (043) 604 7455/7458

POST 21/359 : **PRINCIPAL FIREMAN (TRAINING OFFICER): FIRE RESCUE & APRON SERVICES REF NO: DOT124/08/2020**

SALARY : R257 508 - R303 339 per annum (Level 07)

CENTRE : Umthatha Airport

REQUIREMENTS : National Senior Certificate, Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices. Firefighting 1 & 2. Hazmat 1 & 2. Valid First Aid level3. Accredited facilitator and Assessor certificate, Fire Instructor 1 (NFPA 1041). A valid driver's license (EC will be an advantage) physically fit. Computer literacy. 3 years' experience in the environment. Knowledge: Airport Rescue and Firefighting. Handling of Hazardous material. Civil Aviation Regulation Part 139. Occupational Health and Safety. Public Service Regulations.

DUTIES : Governance, Compliance and Risk Management: Adhere to statutory regulations, organizational standards, policies and procedures. Report non-compliance and implement corrective actions to ensure compliance. Render Training services: Manage the Aerodrome Rescue and Fire Fighting Training requirements in conformance to the South African Civil Aviation (SACAA) standards recommendation practices and technical standards and to South African legislation requirements. Implement training programmes to ensure operational readiness. Schedule and facilitate operational on-the-job theoretical and practical training for ARFF. Conduct competency assessments in line with legislative requirements. In conjunction with the ARFF department of ACSA Training Academy, amend and update the content of on-the-job and practical training, as and when required. Conduct regular training needs analysis and submit for inclusion in the training plan. Implement and maintain training QMS and filling system to ensure compliance to regulatory standards. Conduct physical assessments for new and existing staff. Conduct training and intervention assessments to ensure applicability, efficiency and effectiveness of courses in line with organizational objectives. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/360 : **PRINCIPAL ROAD WORKS FOREMAN REF NO: DOT 125/08/2020**

SALARY : R257 508 - R303 339 per annum (Level 07)

CENTRE : BCM: Normal Maintenance

REQUIREMENTS : National Senior Certificate or equivalent. A Valid Driver's license (A minimum of Code 8). Five (5) years' relevant experience in the environment. Knowledge: Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

DUTIES : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of

		all subordinates. .Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel N: (043) 604 7455/7458
<u>POST 21/361</u>	:	<u>ADMIN OFFICER: MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 135/08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Head Office National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7)/National Diploma (NQF 6) as recognized by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma. 3 – 5 year relevant NaTIS experience required.Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/362</u>	:	<u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Alfred Nzo –Ref No: DOT 137/08/2020 Chris Hani – Ref No: DOT138/08/2020 OR Tambo – Ref No: DOT139/08/2020 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management/ Business administration. 3 years' relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held

with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filing system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/363 : **PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP)**

SALARY : R257 508 - R303 339 per annum (Level 07)

CENTRE : OR Tambo – Ref No: DOT140/8/2020

Sarah Baartman - Ref No: DOT141/8/2020

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/Community Development/Monitoring & Evaluation/Social Science/Project Management. 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.

DUTIES : Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/364 : **SENIOR ROAD WORKS FOREMAN REF NO: DOT115/08/2020**

SALARY : R208 584 - R245 694 per annum (Level 06)

CENTRE : Port St Johns

REQUIREMENTS : National Senior Certificate with a minimum of 2 years' experience in Roads construction and Maintenance. Knowledge: Operating roads machinery, equipment and material.

DUTIES : Implement roads maintenance projects according to prescribed roads standards. Patching broken or eroded pavement. Repairing guard rails, highway markers, and snow fences. Mow or clear brush from a long road or plow snow from roadway.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/365 : **PROVINCIAL INSPECTORS**

SALARY : R208 584 - R245 694 per annum (Level 06)

CENTRE : Mt Frere/KwaBhaca Ref No: DOT 116/08/2020 (X3 Posts)

Mbizana Ref No: DOT117/08/2020 (X2 Posts)

Komga Ref No: DOT118/08/2020 (X2 Posts)

REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. At least code B Valid Driving license. No experience required. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000.

		Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities: Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/366</u>	:	<u>ARTISAN (MECHANIC) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	Grade A: R179 523 - R 199 242 per annum (OSD)
	:	Peddie – Ref No: DOT121/08/2020
	:	Raymond Mhlaba – Ref No: DOT122/08/2019
	:	OR Tambo – Ref No: DOT123/08/2020)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. A Valid driver's license. No Experience Required. Knowledge: Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.
<u>DUTIES</u>	:	Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

<u>POST 21/367</u>	:	<u>LICENSING ADMIN CLERK: MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 134/08/2020</u>
<u>SALARY</u>	:	R173 703 - R204 612 per annum (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>POST 21/368</u>	:	<u>SECRETARY</u>
<u>SALARY</u>	:	R173 703 - R204 612 per annum (Level 05)
<u>CENTRE</u>	:	Transport Infrastructure Fleet Services (Head Office) Ref No: DOT 119/08/2020 Scholar Transport (Back & Front offices Services) Ref No: DOT 120/08/2020 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1 year relevant experience. Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 04 7455/7458

POST 21/369 : **ADMINISTRATION CLERK (PRODUCTION): PUBLIC TRANSPORT OPERATIONS**

SALARY CENTRE : R173 703 - R204 612 per annum (Level 05)
: Amathole - Ref No: DOT 126/08/2020
: Chris Hani - Ref No: DOT 127/08/2020

REQUIREMENTS : National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/370 : **DRIVER/OPERATOR REF.DOT 128/08/2020 (X11 POSTS)**

SALARY CENTRE : R145 281 - R171 138 per annum (Level 04)
: Chris Hani

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent). Driver's license (A minimum of Code 10/ C1 with Professional drivers permit) C1PRDP and practical test. Five (5) years' driving experience Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

DUTIES : Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/371 : **ROAD WORKER REF NO: DOT 129/08/2020 (X4 POSTS)**

SALARY CENTRE : R122 595 - R144 411 per annum (Level 03)
: Chris Hani

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, Good eyesight, Team work.

DUTIES : Support road construction and/or maintenance through 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 pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/372 : **DRIVER/MESSENGER: RECORDS AND REGISTRY MANAGEMENT REF NO: DOT 130/08/2020**

SALARY : R122 595 - R 144 411 per annum (Level 03)
CENTRE : Mthatha Airport ()
REQUIREMENTS : National Senior Certificate or equivalent qualification. A Valid Driving License. Professional Driving Permit. 1- 2 years driving experience. Knowledge: Working procedures in respect of own work environment. Driving skills. Communication skills. Time management.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books 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.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/373 : **GENERAL ASSISTANT REF NO: DOT 131/08/2020 (X3 POSTS)**

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Alfred Nzo
REQUIREMENTS : Abet. No experience required Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written).

DUTIES : Perform general work assistance. Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458