



Private BagX193, PRETORIA, 0001, Forum Building, cor Struben and Bosman Streets, PRETORIA

REF: S4/3/2
ENQ: Mr B Mohlala
TEL: 309 3542

DEPARTMENTAL CIRCULAR NO 09 OF 2009

TO ALL STAFF MEMBERS

VACANCY ON THE ESTABLISHMENT OF THE DEPARTMENT

1. There is currently one (1) vacancy on the staff establishment of the Department, which advertised internally. The post advertised on Friday 20 February 2009 in the Department. The annexure attached to this circular contains the particulars of the post.
2. All interested employees are invited to complete and submit a Z83 Application form, together with a Curriculum Vitae and certified copies of qualification, ID and relevant documents not later than **02 March 2009**. Employees are reminded to quote the relevant reference number when applying for this post, forward to Recruitment Unit Room 4040
3. Please bring the content of this circular to the attention of all interested parties.

Signed by Mr B Mohlala
For DIRECTOR-GENERAL: TRANSPORT
DATE: 20 Febraury 2009

INTERNAL ADVERTISEMENT

NOTE: This internal advertisement is restricted to the employees of the Department of Transport and its current contract and interns

PROJECT ADMINISTRATOR (Ref: 9/1)

**(Branch: Management Services)
(Chief Directorate: Chief Financial Officer)
(Directorate: IT Architecture)**

Salary: R117 501 per annum

Requirements: Grade 12 with two years' working experience with different projects and stakeholder liaison.

Note: **The following will serve as strong recommendations:**

- Knowledge of project Management principles.
- Minute taking.
- Communication skills (verbal and written)
- Organizational and administrative skills.
- Report writing skills.
- Proven track record of coordinating project meetings will be an advantage.

Duties: **The successful candidate will be responsible to:**

- Liaise with all project stakeholders with regard to matters pertaining to projects.
- Draft submissions and Memoranda, respond to queries raised by stakeholders.
- Coordinate and plan project meetings, administer and maintain a database of stakeholder profiles.
- Render a secretariat function for the project related workshops and meetings.
- Take minutes at the project meetings and workshops.
- Distribute minutes and agendas.
- Research information related to projects.
- Render an administrative function to the project manager.
- Prepare monthly reports for the matters related to the projects.
- Maintain a filing system for the projects.
- Assist with project payment.

Short listed candidates will be subjected to a personality profile analysis

Enquiries: Ms L Kwadjo Tel: (012) 309 3984

Closing date: 02 March 2009

The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

Closing date: 02 March 2009. Applications received after the closing date will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for.

Please note: Correspondence will only be entered into with short-listed candidates. Applicants who do not receive feedback within three months (from the closing date) must accept that their applications were unsuccessful.



The Department of Transport is an equal opportunity representative employer. Women and people with disabilities are encouraged to apply.

Applications must be accompanied by form Z.83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts.

Please forward your application, quoting the relevant reference number to: Recruitment Unit Room 4040