



transport

Department:  
Transport  
REPUBLIC OF SOUTH AFRICA



Private Bag X193, Pretoria, 0001, 159 Forum Building, Cnr Struben & Bosman Streets

## NATIONAL DEPARTMENT OF TRANSPORT

### CHIEF DIRECTOR: STRATEGIC PLANNING AND CLUSTER COORDINATION REF NO: DOT/ HRM/2024/02

Branch: Administration (Office of the Director-General)

Chief Directorate: Strategic Planning and Cluster Coordination

**SALARY:** R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

**CENTRE:** Pretoria

**REQUIREMENTS:** An undergraduate NQF level 7 qualification as recognised by SAQA in Strategic Management / Public Management / Administration / Business Management / Government, Administration and Development / Policy Studies / Corporate Governance with 5 years working experience at a senior management level in a government's integrated governance system. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of the Government Integrated System, Knowledge and expertise of strategic management processes in government, Knowledge and experience of parliamentary & legislative processes, Political awareness and familiarity with broad lines of government policy, ability to liaise effectively with senior government officials and politicians' analytical skills. Compilation of management reports. Project management skills. Excellent Communication skills. Excellent computer (writing and editing) skills. COMMUNICATION- Verbal & Written communication - English – above average - Computer literacy, Governance related to information, FINANCIAL MANAGEMENT: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. STRATEGIC CAPABILITY & LEADERSHIP: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. PEOPLE MANAGEMENT & EMPOWERMENT (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. PROJECT/PROGRAMME MANAGEMENT (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting. CHANGE MANAGEMENT: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

**DUTIES:** Manage the strategic planning process in support of the budgeting and reporting frameworks of government. Facilitate and coordinate operational and strategic planning processes. Coordinate and compile strategic and operational plans. Set research agenda, provide policy support, development processes and maintain repository thereof. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Conduct institutional performance assessment and evaluation of the implementation of policies, and systems. Coordinate and compile institutional performance and strategic

reports. Conduct an assessment of department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework. Oversee the coordination of the Department's Cluster and Cabinet Services. Support DoT delegated representatives participating in FOSAD Clusters and Workstreams. Develop and submit the PoA reports schedule to EXCO for approval. Manage the coordination and facilitation of feedback into the Department from FOSAD Clusters and the workstreams. Communicate the reporting requirements of the DoT MTSF Priorities to DoT EXCO and project managers. Table quarterly reports at EXCO for discussions. Submit DoT inputs to relevant FOSAD structures. Submit approved Departmental quarterly reports to the Presidency and other coordinating departments. Ensure approval of the DoT annual policy schedule by the Executive. Ensure adherence to Cluster Terms of Reference and cabinet guidelines. Manage the process of submitting Cabinet Memos and documents to DoT Ministry. Manage compliance with Cabinet and Cabinet Committees processes and requirements. Quality assure Cabinet Memos and sign offs for submission to the Office of the DG. Conduct analysis of the Cabinet resolutions in line with the Departmental outcome. Communicate the resolutions to relevant stakeholders for implementation. Oversee the consolidation, finalisation and analysis of the Department's Quarterly Performance Reports and Annual Report. Conduct institutional performance assessment and evaluation of the implementation of policies, and systems. Coordinate quarterly reporting by programmes. Analyse reports and present to DoT EXCO on quarterly basis. Submit reports to DPME and PCOT on quarterly basis. Consolidate Departmental draft Annual Report. Submit draft annual report to AGSA. Submit annual report to Minister for approval. Submit annual report to Parliament for tabling. Participate in Audit Steering Committee Meetings. Liaise with relevant programmes on audit matters relating to PDOs. Ensure that necessary improvements to audit findings are implemented within targeted timelines. Manage the provision of monitoring and evaluation services to the Department. Drive operational excellence and governance of the Department. Manage the development and maintenance of performance monitoring tools and frameworks. Monitor strategic plans, APPs, operational plans, policy and legislation compliance of the department. Report on strategic decisions required to maintain progress on strategic plans, APPs, operational plans, policy and legislation compliance of the department. Coordinate and compile institutional performance and strategic reports. Compile and consolidate inputs into the Departmental annual report. Manage the development and maintenance of evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans. Evaluate infrastructure spending plans. Authorise expenditure. Set budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Monitor the planning, organising and delegation of work.

**ENQUIRIES:** Ms Constance Molohe Tel No: (012) 309 3479

**NOTE:** Candidates must quote the name of the post as follows; “**Chief Director: Strategic Planning**” on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

## **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT**

**REF NO: DOT/ HRM/2024/03**

Branch: Administration (Office of the Chief Financial Officer)

Chief Directorate: Financial Administration and Supply Chain Management

**SALARY:** R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

**CENTRE:** Pretoria

**REQUIREMENTS:** An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management with 5 years' experience at senior managerial level in financial management. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Compilation of management reports. PFMA. COMMUNICATION-Verbal & Written communication - English – above average - Computer literacy, Governance related to information, FINANCIAL MANAGEMENT: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisation objectives. STRATEGIC CAPABILITY & LEADERSHIP: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. PEOPLE MANAGEMENT & EMPOWERMENT (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. PROJECT/PROGRAMME MANAGEMENT (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). CLIENT ORIENTATION AND CUSTOMER FOCUS filling and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice CHANGE MANAGEMENT: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

**DUTIES:** Maintain an effective and efficient system of financial management. Maintain effective, efficient and economical management of departmental revenue and expenditure. Provide salary administration, taxation & package structuring services. Manage travel and subsistence claims. Ensure compilation of Annual Financial Statements and Interim Financial Statements. Render an efficient and effective supply chain management service to the department. Provide procurement services to the department. Provide a bidding and acquisition service. Provide contract administration service. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Prepare and submit implementation

plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly reports. Ensure all staff comply to PMDS prescripts and submitted on time. Set budget levels. Monitor the planning, organising and delegation of work.

**ENQUIRIES:** Mr Makoto Matlala Tel No: (012) 309 3727

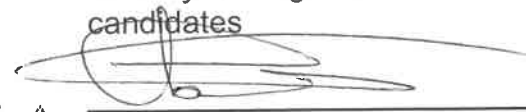
**NOTE:** Candidates must quote the name of the post as follows; “**Chief Director: Financial Administration and SCM**” on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

**APPLICATIONS:** Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za). **Note:** email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.

**CLOSING DATE: 25 JUNE 2024**

**NOTE:** Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. 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 post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate 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. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates

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For **DIRECTOR-GENERAL: TRANSPORT**  
DATE: 07/06/2024