



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: RURAL AND SCHOLAR TRANSPORT IMPLEMENTATION REF NO: DOT/ HRM/2024/04

Branch: Public Transport

Chief Directorate: Rural and Scholar Transport Implementation

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 Transport Economics /Economics / Development Economics / Transport Management / Finance / Public Management Transport and Logistics Management / Development in Planning and Management or related qualification with a minimum of 5 years' experience at a senior management level in a transport sector. A valid driver's licence is required. 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 public, rural and non-motorised transport. Knowledge of developing strategies and policies. Sound knowledge of the PFMA, and the Treasury Regulations. Sound knowledge of the transport sector. Knowledge and understanding of the Public Transport regulations and prescripts. Knowledge of the compilation of management reports. Communication and negotiation skills (verbal and written). Computer skills. **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). **CLIENT ORIENTATION AND CUSTOMER FOCUS:** Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.

DUTIES: Develop, implement and maintain rural transport strategies, network plans, systems and services. Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Develop and support rural public transport partnership, by implementing women and youth empowerment programmes. Manage the integration of special groups into rural public transport systems. Manage the rollout of public transport services and systems in rural areas. Manage the provision of institutional support and monitoring service for rural transport programmes across the spheres of government. Develop and support rural public transport partnership initiatives. Manage the implementation and the maintenance of the scholar transport policy and strategies. Manage the implementation and maintenance of scholar transport policy.

Develop and implement scholar transport strategies and frameworks. Facilitate and monitor scholar transport programmes. Develop and support rural non-motorized transport partnership initiatives by implementing women and youth empowerment programmes and integrate special groups into public transport systems. Develop and manage the implementation of accessible transport programmes. Develop and support rural non-motorized transport partnership initiatives. Develop and manage the implementation of accessible transport programmes and empowerment programmes. 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. 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 implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES: Mr Mathabatha Mokonyama Tel No: (012) 309 3347

NOTE: Candidates must quote the name of the post as follows; “**Chief Director: Rural and Scholar**” 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. **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: 05 JULY 2024

NOTE: Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at 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



^ ^ For DIRECTOR-GENERAL: TRANSPORT
DATE: 14 June 2024