CHIEF DIRECTOR: (PROJECT MANAGER)
Salary Range: R 1 068 564 – R 1 277 610 (Level 14)
(Ref.) (East London)

Minimum Requirements: B Degree/National Diploma in Public Administration with 5 years’ experience at Senior Management level


DIRECTOR: OPERATOR SAFETY & COMPLIANCE
Salary Range: R 898 743 – R 1 058 691 pa (Level 13).
(Ref.) . Head Office (King William’s Town)

Minimum Requirements: B/Degree /Diploma in Social Science or Economic Science with 5 years Managerial experience in Public Transport.


KPA’s: Manage the implementation of public transport industry transformation programs. Manage the regulation and control of public transport according to prescribed policies and legislations. Ensure that regulations and policies are constantly reviewed and updated for safe and orderly operations of the public transport. Perform proper financial planning, management and reporting as well as ensuring the effective and efficient utilization and management of public finances appropriated to the Operator Safety & Compliance Directorate. Ensure the efficient, effective and uniform planning for and procurement of all services and goods. Required for the proper functioning of Operator Safety and Compliance directorate. Develop the directorate’s business plan linked to the strategic plan of the department and addressing Provincial Development Plans. Develop the Operator Safety & Compliance directorate’s Service delivery improvement plan. Analyse operational reports emanating from districts, sub directorates and departmental management and design effective improvement plans. Manage human, financial and material resources of the Directorate. Produce all statutory reports required from the directorate.
DEPUTY DIRECTOR: ROAD BASED PUBLIC TRANSPORT
Salary Range: R 612 822.00 – R 721 878 626.00 pa (Level 11)
(Ref.) East London

Minimum Requirements: B. Degree/ National Diploma in Transport Management 3 - 5 years’ relevant experience in Assistant Director level.


KPA’s: Manage implementation of training for minibus taxi industry role players: Hold meetings with taxi industry role players to explain government policies and legislations. Analyse inputs from transport forum meetings. Establish and monitor operation of transport forum. Manage the operations of the transport inspectors. Manage efficient administration of subsidized bus contracts. Manage the facilitation of implementation of non-motorized public transport programs. Management of registration of public transport operators. Manages budget allocated to 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 In Year Monitoring exercise on monthly basis. 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.

CONTROL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT
Salary Range: R 612 822.00 – R 721 878 626.00 pa (Level 11)
(Ref.) East London

Minimum Requirements: Basic Traffic Diploma from a recognized traffic College. Relevant Tertiary Qualification (3 year Diploma/Degree or equivalent). 7-10 years working experience in the field in Traffic Law Enforcement. 3-5 years Management experience.


KPA’s: 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/center 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 made available at center. 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 center. 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/center 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.

**CHIEF NETWORK TECHNICIAN: INFORMATION TECHNOLOGY SERVICES**

*Salary Range: R 262 272.00 – R308 943.00 per annum (Level 08)*

*Ref., OR TAMBO DISTRICT*

**Minimum Requirements:** BSC Computer Science/ National Diploma in Information Technology/, NQF level 5 Information Technology System Support with the following minimum certificate as a requirement, CompTIA A+, CompTIA N+ and MS Windows7, 2-5 years’ experience in information technology support service environment

**Competencies:** Problem Solving, Customer Relations, Good Communication, Knowledge management, Self-Management, Trustworthy, Computer application.

**KPA’s:** Rendering of IT information management services: Plan, develop and improve computer based information systems, Maintain information management systems such as database to ensure integrity and security of data. Provision of end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications, Advise ICTO manager, DGITO and district manager on critical IT interventions regarding ICT within the district. Provision of IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control.

**SUPPORT NETWORK TECHNICIANS (2 POSTS): INFORMATION TECHNOLOGY SERVICES**

*Salary Range: R 211 194.00 – R248 781.00 (Level 07)*

*Ref., HEAD OFFICE: KING WILLIAMS TOWN*

**Minimum Requirements:** BSC Computer Science/ National Diploma in Information Technology/, NQF level 5 Information Technology System Support with the following minimum certificate as a requirement, CompTIA A+, CompTIA N+ and MS Windows7, 1-2 years’ experience in information technology support service environment

**Competencies:** Problem Solving, Customer Relations, Good Communication, Knowledge management, Self-Management, Trustworthy, Computer application.

**KPA’s:** Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines, Document diagnosis and resolution of faults, ensures the efficient performance of printers and computers. Maintain ICT infrastructure hardware, Install computer hardware and software. Maintain database to ensure integrity and security of data, Implement data backup strategy measures such as patch installation and management and anti-virus installation and update, manages user password, security and inventory documentation.

**SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS**

*Salary Range: R 211 194.00 – R248 781.00 (Level 07)*

*Ref., Sarah Baartman District*

**Minimum Requirements:** Grade 12 Certificate or Higher Qualification. Basic Traffic Diploma in a recognized Traffic College. 3-5 year’s practical experience as a Provincial Traffic Inspector.


**KPA’s:** 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.

**PROVINCIAL INSPECTORS: (6 POSTS) TRAFFIC LAW ENFORCEMENT**

*Salary Range: R 171 069.00 – R 201 507.00 (Level 06)*

(Ref.) 3X Sarah Baartman District: 1X OR Tambo: 1X Joe Gqabi 1X Alfred Nzo

**Minimum Requirements:** Grade 12 Certificate or Higher Qualification. Basic Traffic Diploma or equivalent qualification in a recognized Traffic College. 1 year 'practical experience in law enforcement, Valid Driving License Code B. No Criminal Record.

**Competencies:**
- Records Management
- Customer Relationship Management
- Literacy (written and verbal communication skills in at least two of the provincial languages)
- Conflict Resolution skills
- Legal Evidential Skills
- Driving Skills
- Ability to work under Pressure

**KPA’s:**
- 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). Conduct vehicle road worthy tests. Examine Drivers’ Licenses and Motor Vehicles. Conduct learner and driver license 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 location (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearms 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: Traffic Law Enforcement.

**GENERAL WORKERS (6 POSTS): LOGISTICS MANAGEMENT SERVICES**

*Salary Range: R 100 545.00-R 118 440 (Level 03)*

(Ref.). AMATHOLE DISTRICT

**Minimum Requirements:** Abet qualification, 0-2 years working experience

**Competencies:**
- Basic Numeracy
- Basic Interpersonal Relationship
- Organising his/her own work
- Basic Literacy
- Basic Communication Skills

**KPA’s:**
- Perform indoor and outdoor cleaning duties. Handle office furniture and equipment when a need arise. Handle goods that are delivered to the department and carry them to the stores. Carry goods to Respective directorates when they have been released from the stores. Fetch and deliver documents to Respective directorates, clean departmental GG vehicles. Perform any other jobs that may be assigned by the supervisor.
NB: The following posts are re-advertised, all applicants who previously applied are encouraged to re-apply)

**CHIEF ENGINEER: INTEGRATED TRANSPORT PLANNING**

*Salary Range: R1, 057,683.00 – R1, 653,243.00, Salary Level Grade B (all – inclusive OSD package)*

(Ref) .HEAD OFFICE: KING WILLIAMS TOWN

**Minimum Requirements:** Diploma in Civil Engineering / B Tech in Civil Engineering / with equivalent ten years in Transportation. 10 years’ experience with 5 Years’ of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete ten years of relevant Experience. Valid Driver’s license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate.

**Generic competencies:** *Strategic management and direction, Problem solving and analysis Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication and listening skills Computer skills, Delegation and development of others, Planning, organising and execution Ability to manage conflict, Language proficiency, Effective client relationship, Knowledge management, Negotiation skills, Change management.*

**Technical competencies** *Programme and project management, Engineering, legal and operational compliance, Engineering operational communication, Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture, Technical consulting Engineering and professional judgment, Accountability.*

Transport engineering planning and analysis effectiveness: Develop statutory transport plans and programs to enhance effective functioning of provincial transport system. Manage the conducting of feasibility studies. Perform final review and approvals or audits of provincial transport plans according to national standards. Co-ordinate integration of transport plans between provincial and local government to ensure seamless integration with current technology. Pioneering of new transport planning engineering services and management methods. Maintain transport planning engineering implementation effectiveness: Manage the execution of integrated transport planning strategy through the provision of appropriate structures, systems and resources. Set provincial engineering standards for transport facilities, according to organizational objectives and ensure optimum utilization at local government level. Monitor implementation of municipal transport projects to be in line with provincial objectives/priorities. *Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across 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: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.*

**CHIEF ENGINEER: SAFETY ENGINEERING SERVICES**

*Salary Range: R 871,548.00 – R 996,523.00 Salary Level Grade A (all – inclusive OSD package)*

(Ref) .HEAD OFFICE: KING WILLIAMS TOWN

**Minimum Requirements:** Diploma in Traffic Engineering /B Tech in Traffic Engineering/ Diploma in Civil Engineering/ B Tech in Civil Engineering with Equivalent Eight Years in Transportation. with 3 Years of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete Eight years of relevant Experience. Valid Driver’s license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate.
Generic competencies: *Strategic management and direction, Problem solving and analysis, Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness Communication and listening skills, Computer skills, Delegation and development of others Planning, organising and execution, Ability to manage conflict, Language proficiency Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies *Programme and project management, Engineering, legal and operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability

KPA's Traffic engineering research and analysis effectiveness: Monitor and study traffic conditions on provincial roads through data collection and analysis. Ensure that road safety audits are carried out on provincial roads. Recommend traffic engineering solutions to identified accident spots and hazardous locations. Ensure that all surveys that inform traffic engineering solutions are conducted. Manage accident reconstruction and investigations. Manage the studying and designing of parking and loading facilities. Maintain safe and efficient traffic operations engineering services: Ensure that traffic modeling and forecasting is carried out effectively. Influence the formulation of congestion reducing strategies. Ensure that traffic impact assessments are undertaken and reviewed. Ensure effective management of road traffic signs and road markings. Manage the designing of special events traffic management plans and temporary road closures and deviations for incident management protocols. Manage the reviewing of speed limits on provincial roads. Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across 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: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**CLOSING DATE: after 25 November 2016**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit


Applications can be forwarded through one of the following options:

DEPARTMENT OF TRANSPORT

Hand deliver to: Office no. A48, 32 Fleming Street, Stellenbosch Park, Schorrnville, King William’s Town Post to: The Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho. 5605 Enquiries: Mrs A Xabadiya/Mr. XP Zepe, 043 604 7400 Ext 9531/7458