PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT

The Department of Transport is an equal opportunity, affirmative action employer females and disabled persons are encouraged to apply

APPLICATIONS: Applications should be forwarded for the attention: The Senior Manager: Human Resource Management, Department of Transport Private Bag X0023, BHISSHO, 5605
Hand delivery applications should be submitted at No 32 Cowan Close, Stellenbosch Park, Schornville, King William’s Town, Office Number A48 Attention Mrs Sopazi

CLOSING DATE: 05 June 2015

NOTE: Applications must be submitted on the Z83 Form, obtainable from any Public Service Department and should be accompanied by a comprehensive CV, certified copies of educational qualifications and Identity Document. Incomplete and unsigned applications will be disqualified. Faxed or e-mailed applications will not be considered. It is the responsibility of the applicant to have Foreign Qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subjected to security vetting, reference checking and verification of qualifications. Non South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates.

POST: DEPUTY DIRECTOR GENERAL: ADMINISTRATION

REF NUMBER: 2015/02/15

CENTRE: HEAD OFFICE

LEVEL: 15

SALARY SCALE: An all-inclusive remuneration R 1 201 713 – R 1 353 732 pa.
This includes a basic salary (70% of package), the state’s contribution to the Government Employees’ Pension Fund and a flexible portion (30% of package) that may be structured in terms of applicable rules. The successful candidate will be required to enter into a Performance Agreement and sign an employment contract.

REQUIREMENT: Master’s degree qualification at NQF 8 in Public/ Business Management. A PhD
Degree in any of the fields of administration will be an added advantage. A minimum of 3 years’ experience as a Chief Director and 5 years’ experience as a Director in this Field. Extensive experience in Strategic Planning, Financial and Supply Chain Management and Human Capital Management. Knowledge, skills, training and competencies in the principle of corporate governance. Ability to initiate, support organizational transformation and change agenda. Explore and implement new ways of service delivery innovation. Knowledge of the Public Service Regulatory Framework. Effective interpersonal relationship, analytical, report writing, people management, leading, planning and organizing skill.

**KEY RESULT AREAS**: To perform all the functions and responsibilities attached to the post of Deputy Director General Administration in terms of Public Service Act and Regulations which include provisioning of strategic leadership support service, management of financial and human resource of the Department as well as the Branch. Provide coordination of activities of other branches and report to the HOD. Discharge leadership and management responsibilities in relation to Corporate Governance, Strategy, Planning, Risk Management, Human Capital Management and promotion of Information and communication technology platform. Provide guidance to the Department in policy formulation and implementation of the Department’s Support Services. Facilitate the development and Implementation of the Departments Service Delivery Improvement Strategy. Financial planning and reporting. Report and render strategic advice to the Head of Department particularly on matters related to administration. Ensure the efficiency of support services to core business units.

**ENQUIRIES**: Mr M Tokota, 043 604 7668

**POST**: DIRECTOR: STRATEGIC SUPPORT

**REF NUMBER**: 2015/02/17

**CENTRE**: HEAD OFFICE

**LEVEL**: 13

**SALARY SCALE**: An all-inclusive remuneration R 819 126 – R 964 902 pa.
This includes a basic salary (70% of package), the state’s contribution to the Government Employees’ Pension Fund and a flexible portion (30% of package) that may be structured in terms of applicable rules. The successful candidate will be required to enter into a Performance Agreement and sign an employment contract.

**REQUIREMENT**: A 3 year B degree/National Diploma in Public administration/ Transport Economics or equivalent with at least 6-10 years’ experience in Strategic Management environment at Deputy Director Level. A post graduate qualification in Public administration will be an added advantage. A valid driver’s licence.

**COMPETENCIES**: Knowledge of the Public Sector and applicable legislation is vital. Advanced strategic and leadership skills. Analytical thinking, policy formulation, development and implementation. Planning and organizing, innovative and communication skills (both verbal and written) and the ability to build good relationships with stakeholders.
Ability to interact at all levels. Process implementation management at senior management level. Computer literacy particularly in MS Word, Excel and PowerPoint. Excellent interpersonal relations, facilitation and communication skills, ability to produce quality reports and work under pressure and within deadlines. Team and people management

**DUTIES**

Develop and manage the operational and strategic planning framework to provide impetus to the strategic intent of the department. Interpret MEC priorities and strategic direction on matters and translate into departmental strategic and operational planning. Facilitate strategic and performance planning sessions of the Department. Co-ordinate the development of departmental strategic and operational plans with a view to an integrated approach to and linking of priorities, budgetary requirements. Ensure external alignment of departmental strategic and operational planning. Facilitate the implementation of strategic and operational plans. Research and provide advice and guidance on different formats and innovation and futuristic approaches for improved outcomes, outputs and strategies. Identify gaps and conduct research to strengthen the departmental strategic planning process. Capacitate departmental managers to utilise planning frameworks and formats as a management tool aimed at improved delivery.

**ENQUIRIES**

Mr M Tokota, 043 604 7668

**POST**

DIRECTOR: OPERATOR LICENSING & PERMITS

**REF NUMBER**

2015/02/18

**CENTRE**

HEAD OFFICE

**LEVEL**

13

**SALARY SCALE**

An all-inclusive remuneration R 819 126 – R 964 902 pa. This includes a basic salary (70% of package), the state’s contribution to the Government Employees’ Pension Fund and a flexible portion (30% of package) that may be structured in terms of applicable rules. The successful candidate will be required to enter into a Performance Agreement and sign an employment contract.

**REQUIREMENT**

B/Degree/ National Diploma or equivalent in law with 6-10 years’ experience in public transport regulatory environment.

**COMPETENCIES**

DUTIES:
Ensuring strategic management, leadership and governance of the office of the Registrar. Formalization of land passenger transport through registration of operators and their associates. Establish and maintain a register of registered public transport operators and their associations. Monitor compliance by registered operators and their associations with the prescribed rules. Assist in the promotion of professional practices by registered taxi operators and their associations. Ensure the efficient, effective and uniform planning for and procurement of all services and goods, required for the proper functioning of the transport registrar directorate. Develop the directorate’s business plan linked to the strategic plan of the department and addressing PGDP targets. Develop the transport registrar directorate’s Service delivery improvement plan. Manage human, financial and material resources of the Directorate. Produce all statutory reports required from the Directorate.

ENQUIRIES:
Mr M Tokota, 043 604 7668

POST:
DIRECTOR: TRAFFIC LAW ENFORCEMENT

REF NUMBER:
2015/02/19

CENTRE:
HEAD OFFICE

LEVEL:
13

SALARY SCALE:
An all-inclusive remuneration R 819 126 – R 964 902 pa. This includes a basic salary (70% of package), the state’s contribution to the Government Employees’ Pension Fund and a flexible portion (30% of package) that may be structured in terms of applicable rules. The successful candidate will be required to enter into a Performance Agreement and sign an employment contract.

REQUIREMENT:
B-degree/National Diploma in Traffic Management with 7-10 Years’ Traffic Law Enforcement experience of which 3-5 years must be at Management level. Valid Driving License at least a code B. No Criminal Record.

COMPETENCIES:

KEY RESULT AREAS:
ENQUIRIES : Mr M Tokota, 043 604 7668