

DEPARTMENT OF TRANSPORT

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, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- 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.
- CLOSING DATE** : 12 May 2023
- NOTE** : Applications must be accompanied by 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, D and F. 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 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.

MANAGEMENT ECHELON

- POST 14/155** : **DIRECTOR: CLUSTER COORDINATION REF NO: DOT/HRM/2023/25**
Branch: Administration (Office of the Director-General)
Chief Directorate: Strategic Planning and Cluster Coordination
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration Management / Strategic Planning / Business Management / Political Science / Law with a minimum of 5 years' experience at a middle managerial level in Government's integrated governance system. Driver's licence required. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: Knowledge and experience of the Government Cluster System. Compilation of management reports, Knowledge and experience of strategic management processes in government and Parliamentary & legislative processes. Political awareness and familiarity with broad lines of government policy, ability to liaise effectively with senior government officials and politicians. Project management skills. Excellent

DUTIES

Communication skills. Excellent writing and editing skills. Communication- Verbal & Written communication - English - above average, Computer literacy, and Governance related to information.

: The incumbent will be responsible for the following: Develop and implement physical security for the Department and procedures. Manage physical security operations. Oversee cluster participation and performance of the Department. Manage and co-ordinate DOT participation and inputs into the cluster processes. Receive and refer documentation to relevant managers in the Department. Keep track of documents /referrals to the line function management and follow up on urgent matters. Monitor and evaluate the performance of programmes in relation to the Government's Programme of Action (POA) reporting cycle for the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster. Manage and co-ordinate DOT participation and inputs into the cluster processes. Collate inputs and reports for all FOSAD (Forum of South Africa Directors-General) Clusters. Facilitate the development of strategic priorities for DOT in liaison with DOT workstream to be driven within the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) Cluster and other FOSAD Clusters that DOT participates in (e.g. Justice, Crime Prevention & Security (JCPS) International Cooperation, Trade and Security (ICTS). Manage follow-ups on matters that have a bearing on Cluster, FOSAD — MANCO decisions. Co-ordinate the allocation and dissemination of information with respect to Cluster decisions. Manage and coordinate the implementation of Cabinet Resolutions. Develop decision matrix on matters arising from cabinet resolutions. Develop a Cabinet Memoranda schedule and ensure adherence to the timelines. Ensure implementation of all cabinet decisions and their implication to DOT. Prepare resolution reports for EXCO and To Management. Manage the provision of administrative support to ODG on Cabinet matters. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage and control the Directorate.

ENQUIRIES

: Mr Bosa Ramantsi Tel No: 012 309 3288

NOTE

: Preference will be given to African Male/Female, Coloured Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 14/156

: **DEPUTY DIRECTOR: ETHICS, INTEGRITY MANAGEMENT AND COMPLIANCE RISK MANAGEMENT REF NO: DOT/HRM/2023/26**

Branch: Administration (Office of the Director-General)

Directorate: Risk Management
(12 Months Contract)

SALARY

: R766 584 per annum (Level 11), (all-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: A recognised NQF level 6 qualification in Commerce or Risk Management or Compliance or Ethics Management as recognised by SAQA coupled with five (5) years' experience of which three (3) years must be at a Junior or Assistant Director level in Risk Management/Compliance / Ethics. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA)/Association for Certified Fraud Examiners/Business Continuity Institute/Compliance Institute/Ethics Institute. The following certifications will be an added advantage, CIA, CCSA, CRMA, CA (SA) and CFE. Knowledge And Skill: Compilation of management reports, PFMA and relevant Regulations, Public Sector Ethics Management Framework -Public Sector Compliance Management Framework Public Sector Risk Management Framework, ERM concepts, frameworks and methodologies, Ethics Management policies and procedures, Compliance management principles and practice, Applicable legislative and regulatory frameworks, Public Service Anti-Corruption Strategy and departmental anti-corruption measures, Departmental policies and procedures, Governance and accountability, Internal control and assurance, Customer stakeholder relationship management. Communication: Verbal & Written communication - English above average and Computer literacy. Governance related information.

- DUTIES** : Manage the development and implementation of the Ethics, Integrity and Compliance Risk Management Governance Frameworks, Strategies and Protocols. Design, develop, implement and maintain frameworks, strategies, supporting policies, procedures and related protocols. Define the internal and external environment of the department. Develop and implement a strategic, tactical and operational level plans to align with business priorities. Develop and implement methodologies, models and systems. Plan, coordinate and implement policies, control processes and procedures. Coordinate with other relevant directorates for the implementation of ethics programs in the department. Coordinate the identification of ethics risks in the department. Institutionalise and implement Ethics and Integrity Management in the department. Promote and maintain an ethical philosophy and culture within the department. Manage communication of ethics initiatives and intervention through education, training and awareness workshops and campaigns. Facilitate the embedding of ethics management principles by applying change management practices. Manage detection of unethical behaviour that might lead to corruption. Manage the identification and assessment of ethics risks within the department. Coordinate ethics management functions within the department with all other relevant directorates responsible for ethics management functions. Manage the investigation of ethics and resolutions of unethical behaviour cases. Manage the coordination and functions of the Ethics Committee. Coordinate the activities of the Ethics Management Committee and perform the Secretariat function. Monitor implementation of resolutions taken by Ethics Management Committee. Coordinate the reporting by the various committees to the Risk Management Committee, the progress on the various components. Identify the relevant training needs for the committee members. Compile the reports for the committees. Monitor compliance with legislations and policies. Establish a monitoring and evaluation system. Coordinate the compilation of the compliance universe for the department. Compile a review report and present reports to relevant committees and/or stakeholders. Guide and oversee compliance management processes. Report all relevant matters to relevant stakeholders. Provide administrative support to the Directorate.
- ENQUIRIES** : Ms. Grace Mogaladi Tel No: (012) 309 3791
- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 14/157** : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND BUSINESS CONTINUITY**
MANAGEMENT REF NO: DOT/HRM/2023/27
Branch: Administration (Office of the Director-General)
Directorate: Risk Management
(12 Months Contract)
- SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 6 qualification in Commerce or Risk Management/ Internal Audit/Business Continuity Management and coupled with 3 years working experience in Internal Audit/Risk Management and Business Continuity Management. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA)/Association for Certified Fraud Examiners/Business Continuity Institute/Compliance Institute/Ethics Institute. The following certifications will be an added advantage, CIA, CCSA, CRMA, CA (SA) and CFE. Knowledge And Skills: (Legislative Regulatory Framework): Applicable legislative and regulatory framework. Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Organisational and government structures. Departmental policies and procedures. Principles and practice of risk management. National Treasury Risk Management Framework. Governance and accountability. Internal control and assurance. ERM concepts, frameworks and methodologies Risk environment. Business Continuity Management protocols and methodologies Risk Maturity Model (IRMSA). Risk management policies and procedures. Risk management principles and practice. Customer stakeholder relationship management. Business Continuity Institute's

DUTIES

Good Practice Guidelines. Communication: Verbal and Written, Excellent communication skills.

: Participate in the development, implementation and maintenance of a risk management strategy. Provide inputs in the development and maintaining an ERM framework and supporting policies and procedures. Implementing an ERM framework and supporting policies and procedures. Provide inputs in the development of the risk assessment methodologies, models and systems. Prepare risk profile reports. Assess and maintain the risk maturity profile of the organisation. Conduct risk assessment workshops with various branches within the department. Facilitate the identification of risks utilizing appropriate tools and techniques. Maintain the risk register for the department. Facilitate the development of the risk response strategies (mitigation plans). Manage the integration of risk management into day to day activities and all decision-making structures of the department. Manage the integration of the risk management into the planning processes. Provide support to the Risk Management Committee and Business Continuity Management Recovery Team. Perform the Secretariat function for the Risk Management Committee and the Business Continuity Management Recovery Team. Follow up on the implementation of resolutions taken by Risk Management Committee. Compile reports for the Risk Management Committee, on the progress on the implementation of measures to manage risk by various component. Ensure timeous distribution of meeting packs. Coordinate and compile reports for conducted Business Continuity Management initiatives to all relevant stakeholders. Capacity Building Initiatives- Create awareness on risk management. Conduct risk awareness workshops in the Department. Develop and circulate written publications/newsletters within the department. Identify training needs of Risk Management Committee, risk champions and risk owners and coordinate training programmes. Provide guidance to functional units on the identifying of risks and the development of risk mitigation strategies. Development and monitoring of the Combined Assurance Plan. Compile the combined assurance plan focusing on critical risks within the department. Coordinate with other assurance providers the development of the combined assurance plan. Develop monitoring systems to monitor the combined assurance plan on a quarterly basis. Develop monitoring reports on combined assurance plan and present to different stakeholders. Provide administrative support to the Directorate. Facilitate implementation of Business Continuity Management Frameworks. Conduct Business Impact Analysis with the branches. Facilitate the development or review of Business Continuity Management Strategy, Policy and Plan. Facilitate implementation of the approved strategy, policy and plan. Coordinate training, education and awareness on Business Continuity Management. Facilitate with other role players testing of the business continuity plan. Facilitate with other role players testing of the business continuity plan. Compile a review report and present reports to relevant committees and/or stakeholders. Test the effectiveness and timelines of restoration procedures for business to normal.

ENQUIRIES
NOTE

: Ms. Grace Mogaladi Tel No: (012) 309 3791
: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.