



transport

Department:  
Transport  
REPUBLIC OF SOUTH AFRICA



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

## NATIONAL DEPARTMENT OF TRANSPORT

### DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/ HRM/2024/06

**Note:** This is a re-advertisement

**Branch:** Civil Aviation

**SALARY:** R1 741 770 per annum (Level 15) of which 30% may be structured according to the individual needs.

**CENTRE:** Pretoria

**REQUIREMENTS:** An undergraduate qualification and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 8 years' experience at a senior management level in the aviation sector. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. **KNOWLEDGE AND SKILLS:** Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills. A proven leadership and management skills. Report Writing skills. A demonstrated ability to lead and manage teams' projects and budgets. **COMMUNICATION-** Verbal & Written communication - English - above average 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)

**DUTIES:** Manage the development of internationally competitive regulatory framework for civil aviation. Review analyse and develop civil aviation policies and legislation in support of international standards and DOT strategic objective. Facilitate and manage a competent function that promotes South Africa's aviation interests whilst fulfilling its international obligations. Manage all aspects relating to licensing and permits and maintain and enhance South Africa's framework for bilateral air transport agreements. Promote and coordinate the planning and development of an integrated aviation infrastructure. Ensure the provision of aviation economic analysis, regulation and strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Regulate and direct aviation industry promotion and capacity development. Provide economic analysis is on aviation related issues. Develop economic regulations for aviation. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulator frameworks. Ensure effective implementation of safety and security regulatory frameworks. Develop and facilitate the implementation of aviation environmental

protection frameworks. Provide strategic and secretariat services to South African Search and Rescue (SASAR). Manage SASAR global integration and cooperation. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Represent South Africa at the International Civil Aviation Organisation (ICAO) Council. Participate in council meetings. Ensure South Africa's interests are protected. Provide South Africa's input to international air transport issues. Report on decisions taken. 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. Develop the definition of the project missions, goals, tasks and resources requirements. Develop methods to monitor projects or area progress and provide corrective solutions if necessary. Manage project resources, project budget and resource allocation. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Oversee project progress reporting. Manage the resources of the Branch. Provide guidance and ensure there is adequate support for and development of the staff. 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. Ensure financial reports are developed for forecasting, trading and results analysis. Ensure implementation plans are prepared and submitted. Authorise expenditure. Ensure audit queries are managed effectively. Monitor quality control of work. Recommend and / or monitor budget levels. Ensure the assets of the Branch are managed effectively. Ensure the compilation of the annual report and strategic plan of the branch. Set budget levels.

**ENQUIRIES:** Ms Philisiwe Gcina Tel No: (012) 309 3591

**NOTE:** Candidates must quote the name of the post as follows; **"DDG Civil Aviation"** 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/2024/07**

**Note:** This is a re-advertisement

**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: 27 January 2025**

**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 (NSG) has introduced 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 DPSSA 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: 10 December 2024