

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	In line with the Department's employments Equity Plan, Females and People With Disabilities are encouraged to apply. To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered and for general enquiries please contact Human Resource on 0833240044/ 0837924851.
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
OTHER POST		
<u>POST 14/129</u>	:	<u>ASSISTANT DIRECTOR: REPORTING REF NO: REFS/022210</u> Chief Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting or Financial Accounting. Minimum of 3-5 years' experience working in the public sector financial reporting environment. Knowledge of GRAP and PFMA/MFMA or Treasury Regulations. Excellent computer literacy, including email and internet skills. Proficient knowledge and skills of finance practices as well as a good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
<u>DUTIES</u>	:	Provide monthly management report; Prepare Section 40 report as legislated by Public Finance Management Act. Submission of Section 40 report timeously. Provide periodic reporting. Co-ordinate financial information for Audit Committee report quarterly. Prepare financial information for the APP report quarterly. Provide financial information for the Annual report annually. Provide Financial Statements; Prepare and submit quarterly and Annual Financial Statements for review, quality assurance and audit. Prepare a well referenced audit file with lead schedules and supporting documents. Attend to audit queries as required. Manage reconciliations; Review monthly Bank and SAP reconciliation for approval. Review monthly Persal and SAP reconciliation for approval. Scan the approved reconciliations on to a shared drive on Teams App. Manage human resources; Manage and review performance of subordinates. Manage administration of subordinates leave forms
<u>ENQUIRIES</u>	:	Ms. Andiswa Gingqi Tel no: (011) 372 – 8660
<u>APPLICATIONS</u>	:	Must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleeTRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered and late applications will be considered.
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be

submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.

<u>CLOSING DATE</u>	:	16 May 2025
<u>POST 14/130</u>	:	<u>CHIEF ARTISAN GRADE A-B REF NO: REFS/022228 (02 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R480 261 – R769 920.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Ekurhuleni, Tshwane
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate in Diesel or Electromechanical; 10 years post qualification experience as an Artisan or Artisan Foreman. Valid driver's license (C1); Knowledge in automotive; Knowledge in mechanical and electrical components; Knowledge of power machines, i.e motor; Knowledge of hydraulics system equipments; Knowledge of electrical and mechanical analogues; knowledge of Relevant legislation and Public Service Regulations; Knowledge of SLAs; Technical and report writing skills; Computer-aided technical applications; Project management Technical design and analysis knowledge.
<u>DUTIES</u>	:	Manage plant, equipment and workshop/building facilities and related technical services; Manage regional assets associated with plant and equipment; Manage Risk and OHS at the region; Manage administrative and related functions; Maintain and advance expertise; Manage resources (Human and financial).
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/131</u>	:	<u>ARTISAN FOREMAN GRADE A-B REF NO: REFS/022226 (03 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R382 047 – R571 089.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Heidelberg, Tshwane, West Rand
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate in Diesel or Electromechanical. Minimum of 5years post qualification experience as an Artisan. A valid Driver's License. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance Knowledge in automotive, Knowledge in mechanical and electrical components, Knowledge of power machines, i.e motor, Knowledge of hydraulics system equipment's, Knowledge of electrical and mechanical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.
<u>DUTIES</u>	:	Supervise compliance of plant and equipment in the workshop/building facilities/site. Control and monitor the Maintenance and services rendered. Perform administrative and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/132</u>	:	<u>ARTISAN PRODUCTION GRADE A-C REF NO: REFS/022227 (12 POSTS)</u> Roads Maintenance and Fleet Services

<u>SALARY</u>	:	R243 597 – R408 048.per annum (plus benefits). The offer is based on recognition of experience after trade certificate. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Ekurhuleni, Heidelberg, Tshwane, West Rand, Mottsweding, Sedibeng
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate in Diesel or Electromechanical. Knowledge and Skills: Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures, Technical Knowledge, Computer aided technical applications, Analytical thinking, Research, Computer utilization, Production, process knowledge and skills, Adaptability during changes to meet the goals, Technical report writing, Change/diversity management and a Valid driver's license (C1).
<u>DUTIES</u>	:	Repair and service plant and equipment in workshop/building and on-site. Render group operations services, Apply and define techniques to enhance quality in accordance with the departmental standards, Maintain plant, equipment and workshop/building facilities, Perform administrative and related functions, Maintain expertise plan, Keep and maintain job record/register. Supervise and mentor staff, Render group operations services.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/133</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022224 (03 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R896 436. per annum (level 11) (All inclusive)
<u>CENTRE</u>	:	Ekurhuleni, Tshwane, JHB
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Public Administration and/ Management. Minimum of 3-5 years' relevant experience of which 3 years must be at Junior Management/ Assistant Director Level. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Stakeholder relationship management, Community relations, stakeholder relationship management, Policy formulation, Strategic Management.
<u>DUTIES</u>	:	Manage, co-ordinate and implement public and stakeholder participation. Manage the implementation of an integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Provide intelligence information in liaison with law enforcement agencies to prevent service delivery disruptions or community protests for Roads and Transport services. Manage and monitor information and evaluate unit in the implementation of SDIP. Render service delivery and rapid response services in support of GDRT Regional Offices and Roads Construction Chief Directorate. Sub-Directorate Management. Compile and update community profiles on a quarterly basis, as baseline information to inform the GDRT deliverology system and programs.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367
<u>POST 14/134</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022225 (05 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R468 459 per annum (level 9) (Plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelor's degree (equivalent to NQF 7) in Public Administration and Management. Minimum of 3-5 years' experience in the service delivery or rapid response field/ value chain. In possession of a valid Driver's License code8/10. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations of customers; knowledge of SLAs. Community relations; Computer utilisation; conflict management; adaptability during changes to meet goal and change and diversity management.
<u>DUTIES</u>	:	Facilitate the implementation of public and stakeholder participation and service delivery strategy. Monitor and facilitate the implementation of integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Identify and mitigate the service delivery risks/protest on roads

		and transport in the province. Provide support in implementation of SDIP. Respond to service delivery and rapid response within regions on roads and transport services. Manage resources (Finance Human, Equipment/Assets) in the sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367
<u>POST 14/135</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022223 (11 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R325 101 per annum (level 7) (Plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni, Tshwane, JHB, West Rand, Sedibeng
<u>REQUIRMENTS</u>	:	Grade 12 qualification or equivalent NQF level 4 with 3 year's relevant experience. Skills: Computer literacy, Planning and organization, Good verbal and written communication skills, Interpersonal Relations, Flexibility and Teamwork. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, Job Knowledge.
<u>DUTIES</u>	:	Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the sub-directorate; Supervise and provide personnel administration clerical support services within the sub-directorate; Supervise and provide financial administration support services in the sub-directorate; Supervise human resources/staff; Compile quarterly, medium and annual reports; Provide overall admin support for the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367