

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 13 June 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za/vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 18/116** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DOT 342/2025**
Kindly take note that this is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.

- SALARY** : R1 216 824 per annum, (all Inclusive, flexible remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management (NQF Level 7) as recognised by SAQA; Applicants who possess the required Postgraduate qualification must also possess a three year undergraduate in the required qualification; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge Performance Management Framework. Knowledge of Employee Performance

and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of KwaZulu-Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of KwaZulu-Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

<u>DUTIES</u>	:	Maintain and enhance an effective employee departmental performance management function. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resource Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resource Development Committee. Manage the development and implementation of National, Provincial and Departmental Directives/ Strategies/ Plans related to Human Resource Development. Manage the effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms C Zwane Tel No: (033) 355 8902
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr C McDougall
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

<u>POST 18/117</u>	:	<u>ENGINEER PRODUCTION GRADE A REF NO: DOT 343/2025 (X4 POSTS)</u>
<u>SALARY</u>	:	R879 342 per annum, (salary depending on experience), (OSD), (Inclusive flexible remuneration package)
<u>CENTRE</u>	:	Mentorship Training Division Directorate: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development.
<u>ENQUIRIES</u>	:	Ms S Mngomezulu Tel No: (033) 355 8609
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration

Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

**FOR ATTENTION
NOTE**

Mr C McDougall
It is the intention of this Department to consider equity targets when filling these positions.

POST 18/118

GISC TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 344/2025
Road Declaration & Mapping Directorate

SALARY

Grade A: R391 671 per annum, (OSD)
Grade B: R442 389 per annum, (OSD)
Grade C: R498 816 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

**CENTRE
REQUIREMENTS**

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: **Grade A** is 0 to 12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge and Understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Knowledge and understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. Problem solving skills. Decision making skills. Teamwork skills. Analytical skills.

DUTIES

Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis.

**ENQUIRIES
APPLICATIONS**

Ms M Vosloo Tel No: (033) 355 8917
Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

**FOR ATTENTION
NOTE**

Mr B Hornsby
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POST 18/119

CHIEF ARTISAN GRADE A REF NO: DOT 345/2025

SALARY

R480 261 - R547 635 per annum, (dependent on experience), (OSD)

CENTRE

Mechanical, Ixopo

REQUIREMENTS

An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/Diesel mechanic/Tractor mechanic/ Heavy Equipment mechanic; plus 10 years post qualification experience as an artisan/artisan foreman plus; Possession of a valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Project management knowledge. Technical design and analysis knowledge. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Production, process knowledge and skills. Decision making, teamwork and analytical skills. Creativity and change-management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer literacy. Problem solving and analysis skills. The ideal candidate should be honest, decisive, analytical and reliable.

DUTIES

Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with related bodies/councils on technical/engineering-related matters.

ENQUIRIES

Mr L Songca Tel No: (033) 392 6600

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling this position.
<u>POST 18/120</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER (X2 POSTS)</u> Kindly take note that the post at Vryheid is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08) Cost Centre, Ixopo Ref No: DOT 346/2025 Cost Centre, Vryheid Ref No: DOT 347/2025
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's Degree/National Diploma in Developmental Studies, Communication Studies, Education or Road Safety and Traffic Management (NQF Level 6), plus A minimum of 3 years clerical/administration experience; plus A valid driver's licence (minimum code B); plus Proficiency in Isizulu and English. Knowledge, Skills and Competencies Required: Knowledge of Project Management, Data Analysis and Programme Development. Knowledge of Public Service Regulation, policies and procedures. Computer Literacy. Analytical and innovative thinking skills. Report writing skills. Research Methodology skills. Ability to work independently. Excellent communication skills (written and verbal). Problem solving, negotiation and teaching skills. The ideal candidate should be responsible, conscientious, committed to community development, have good interpersonal relations, be receptive to ideas and suggestions and have the ability to communicate with people at all levels. He/she should also believe in openness and transparency, maintain a high level of professionalism, have honesty, integrity, reliability and accountability.
<u>DUTIES</u>	:	Implement Road Safety Programmes/Projects at community-based level through proper support and monitoring. Execute Departmental Road Safety related events in partnership with stakeholders. Actively engage in the development of the Road Safety annual performance plan and monitoring of the budget. Apply and interpret policies relevant to Road Safety programs. Promote public engagement around Road Safety.
<u>ENQUIRIES</u>	:	Ms G Hlabisa (Ixopo) Tel No: (033) 392 6600 Mrs EN Moloi (Vryheid) Tel No: (035) 787 1442
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 18/121</u>	:	<u>ADMINISTRATIVE CLERK (PRODUCTION): LICENSING & ADMINISTRATION REF NO: DOT 348/2025 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of the Public Service. Knowledge of e-Natis systems. Knowledge of the National Land Transport Act (NLTA). Knowledge of the National Public Transport Regulator (NPTR) and Republic of South Africa Constitution. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of Batho Pele principles. Computer literacy. Planning and organizing skills. Good verbal and written communication skills. Interpersonal skills. Customer care skills. The ideal candidate should be committed to organizational objectives / projects and programmes, responsible, punctual, flexible, conscientious and receptive to suggestions and ideas. He/she should also be loyal, honest, a team player, accurate, neat and tidy and comply with the code of conduct.
<u>DUTIES</u>	:	Provide licensing, permit and registration services (service desk / bulk application). Perform back office administrative services. Provide customer care support services. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms PZ Thabethe Tel No: (033) 355 0471
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.

<u>POST 18/122</u>	:	<u>CLEANER (X5 POSTS)</u> Kindly take note that this a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Road Traffic Inspectorate: Road Traffic Inspectorate, Empangeni Ref No: DOT 349/2025 (X2 Posts) Road Traffic Inspectorate, Mtubatuba Ref No. DOT 350/2025 (X1 Post) Road Traffic Inspectorate, Vryheid Ref No: DOT 351/2025 (X1 Post) Road Traffic Inspectorate, Jozini Ref No: DOT 352/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<u>DUTIES</u>	:	Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ET Zulu Tel No: (035) 787 1442/1445/1447 Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby It is the intention of this Department to consider equity targets when filling these positions.