



**“CONFIDENTIAL”**


REF: S4/3/2  
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DEPARTMENTAL CIRCULAR NO **67** OF 2015

TO ALL STAFF MEMBERS

**INTERNSHIP POSTS FOR 2016/17**

1. There are currently fifty three (53) internship positions which are advertised on the open media i.e. Vuk'uzenzele, City Press/Rapport, Sunday Times Careers, Sunday World/Sowetan.
2. All interested applicants are invited to complete and submit a Z83 Application form, together with a Curriculum Vitae, etc. to the RECRUITMENT UNIT (Room 4034). Please note that the Closing date is **06 November 2015**. Employees are reminded to quote the relevant circular number / post number when applying for these posts and also **ensure that all required documents are attached and that the application form is dully signed.**
3. Please bring the content of this circular to the attention of all interested parties.

  
Signed by Mr Phutha Mohlala  
For **DIRECTOR-GENERAL: TRANSPORT**  
DATE: **26/10/2015**



# transport

Department:  
Transport  
**REPUBLIC OF SOUTH AFRICA**

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates with disabilities are encouraged to apply.*

## **INTERNSHIP PROGRAMME: 2016/17**

The **Department of Transport** is committed to youth skills development by providing graduates with opportunities to gain workplace experience to complement their studies. Applications are invited for the fifty three (53) internships positions to promising graduates between the ages of 18 and 35. The internship programme will run for a period of twelve (12) months. The positions are based in Pretoria.

The Department will pay a monthly stipend according to qualifications ranging from R4600.00

Requirements: Applications must have a **Diploma/Degree** in any one of the fields specified below:

**CENTRE: PRETORIA**

**APPLICATIONS:** Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034.

**Applicants applying for more than one post must submit a separate form Z83 (as well as documentations mentioned below) in respect of each post being applied.**

PLACEMENT AREA	QUALIFICATIONS REQUIRED	REF.NO	NO. REQUIRED
<b>OFFICE OF THE DIRECTOR GENERAL</b>			
Office of the DG: Administration	Political Science/Public Management & Governance/ Business Administration	DOT/HRD/01	1
Internal Audit	Internal Auditing	DOT/HRD/02	2
<b>HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>			

Organisational Development	Management Services/Work Study	DOT/HRD/03	1
Employee Health & Wellness	Humanities/Social Science/ Behavioural Science	DOT/HRD/04	1
Change Management	Industrial/Organisational Psychology. Organisational Development	DOT/HRD/05	1
Gender, Disability, Youth & Children	Humanities/Social Science and Behavioural Science	DOT/HRD/06	1
Human Resource Development (Internal & External/Sectoral)	Human Resources Management /Human Resources Development.	DOT/HRD/07	2
Performance Management & Development	Human Resources Management /Human Resources Development/ Public Administration	DOT/HRD/08	1
Human Resource Management and Administration	Human Resource Management/Management	DOT/HRD/09	2
Labour Relations	LLB Degree/ Labour Relations	DOT/HRD/10	1
<b>CORPORATE SERVICES</b>			
Travel Services	Information Management /Administration/Public Administration.	DOT/HRD/11	1
Office Services	Administration/ Public Management/ Information Management	DOT/HRD/12	2
<b>INTERNATIONAL RELATIONS</b>			
International Relations	Political Science/International Relations/International Law	DOT/HRD/13	1
<b>CHIEF FINANCIAL OFFICER</b>			
Supply Chain Management	Procurement / Logistical Management/ Supply Chain Management	DOT/HRD/14	3
Internal Control & Compliance	Finance/ Auditing	DOT/HRD/15	1
<b>ROAD TRANSPORT</b>			
Road Regulations	BProc/LLB	DOT/HRD/16	1
Road Disaster Management & Environment	Disaster Management/ Environmental Management /Environmental Engineering/GIS & Computer Literacy	DOT/HRD/17	1
Road Transport Research & Policy/ Road Infrastructure Standards	Civil Engineering/ Transport Economics/ Transport Management	DOT/HRD/18	1
Road Infrastructure & Industry Development	Civil Engineering/ Transport Engineering/Transport Planning Studies.	DOT/HRD/19	1
NMT Integration, Design Standards & Guidelines	Development studies/ Transport Planning	DOT/HRD/20	1

Non- Motorised Transport & Industry Development	Transport Economics/ Development Studies	DOT/HRD/21	1
Rural Roads Management	Transport Management with Project Management/ Development Studies/ Monitoring & Evaluation	DOT/HRD/22	1
Non-Motorised Transport Policy, Strategies & Programmes	Transport Management/ Transport Planning	DOT/HRD/23	1
<b>MARITIME TRANSPORT</b>			
Maritime Policy Development/ Maritime Legislation	LLB Degree/ Public Policy/ Maritime Law	DOT/HRD/24	1
Maritime Security	Security Management/ Risk Management	DOT/HRD/25	1
Maritime Safety	Safety Management/Maritime Studies	DOT/HRD/26	1
Maritime Industry Development	Transport Economics/Maritime Studies	DOT/HRD/27	1
Maritime Environment	Environmental Management	DOT/HRD/28	1
<b>CIVIL AVIATION</b>			
Civil Aviation Public Entity Oversight	Transport Management/ Transport Economics/ Economics	DOT/HRD/29	1
Multilateral Affairs: International/ Multilateral Affairs: Africa	International Relations	DOT/HRD/30	1
Aviation Safety/Aviation Security	Transport Management/ Transport Economics/ Any Transport related	DOT/HRD/31	1
Aviation Enforcement	Transport Management/ Transport Economics/ Any Transport related	DOT/HRD/32	1
Aviation Environment & Climate Change	Transport Management/ Environmental Studies/ Any Transport related	DOT/HRD/33	1
<b>PUBLIC TRANSPORT</b>			
Rural & Scholar Transport Implementation	Transport Management with Project Management as a Module	DOT/HRD/34	2
<b>RAIL TRANSPORT</b>			
Rail Policy & Strategy Development	Transport Economics/ Post Graduate Qualification in Public Policy /Rail Engineering.	DOT/HRD/35	1
Rail Economic Regulations	Transport Economics	DOT/HRD/36	1
<b>INTEGRATED TRANSPORT PLANNING</b>			
Modelling & Macro Economics Analysis	Transport Economics/ Econometrics/ Economics	DOT/HRD/37	1
Master Planning Implementation & Review	Transport Planning/ Civil Engineering/ Civil Engineering/ Town / Town Planning/ related qualification in transport and spatial field	DOT/HRD/38	1
Macro Planning Statutory Instruments & Policy Coordination.	B. Proc/LLB/LLM/ Legal Drafting skills will serve as an added advantage.	DOT/HRD/39	1
Environmental	Environmental studies/ Natural	DOT/HRD/40	1

Coordination	Sciences/ Earth Sciences		
Regional Corridors	Economics/Transport Economics/ Development Studies	DOT/HRD/41	1
Monitoring & Evaluation	Transport Economics/Policy Studies/ Monitoring & Evaluation	DOT/HRD/42	1
Research	Post graduate qualification in Transport Management/ Public Administration/ and any other related senior degree.	DOT/HRD/43	1
<b>TRANSPORT INFORMATION SYSTEMS</b>			
Business Systems	Information Technology (Software Development/Web Development	DOT/HRD/44	1
ICT Infrastructure	Information Technology	DOT/HRD/45	2

**ENQUIRIES: Mr. D Ledwaba, Tel: (012) 309 3788 OR Ms K Letsoalo, Tel: (012) 309 3456**

**CLOSING DATE: 06 NOVEMBER 2015**

**(E-mailed, faxed and late applications will not be considered)**

**Note:** Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. 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 posts. The successful candidates 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

**Please note: Correspondence will only be entered into with short-listed candidates.**