



Road Traffic
Management Corporation

Physical Address
Eco Origin Office Park, Block F
349 Witch-Hazel Street
Highveld Ext 79, 0157
Centurion, Gauteng
South Africa

Email: Info@rtmc.co.za
Tel: (012) 999-5200
Fax: (012) 991-0371

Postal Address
Private Bag X147
Pretoria, 0001

The Road Traffic Management Corporation (RTMC)
is an Agency of The Department of Transport and a
Member of the United Nations Road Safety Collaboration

Administrative Assistant: Training Provisioning (x6)

Ref No. RTMC/TP: AA/2019

Salary Package: Negotiable

Purpose: To support the efficient functioning of the Training Provisioning through providing administrative support and ensuring the coordination of required activities.


Requirements: • A senior Certificate/Grade 12 • relevant experience • Post Matric qualification will be an added advantage • Excellent communication skills • Understanding of road traffic management legislation • Stakeholder engagement.

The successful candidates must have the following attributes and competencies:

• Planning & Organising Skills • Ability to work under pressure • Report writing skills • Interpersonal skills • Administrative skills • Planning and organising • Problem solving and analysis • Verbal and non-verbal communication skills • Good customer relationship management abilities • Numeracy and Analytic skills.

Duties: • Provide efficient office management functions • Prepare draft responses on correspondence and queries from internal and external parties • Quote all queries and/ or complaints relating to training provisioning to the responsible persons • Develop and maintain a follow-up plan on all outstanding matters and resolution • Ensure that all training provisioning functions are effectively carried out • Type letters, memoranda, reports and presentations on behalf of the Head • Keep and retrieve files • Provide a liaison functions between the Head and external stakeholders • Provide efficient logistical functions.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity documents and driving license.

 12/04/2019



A proud initiative of
The Department of Transport



Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms P Mangele, Ms T Mdlulwa, Ms D Ewertse
Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Mr J Motsatsing*
Chief Executive Officer: Advocate MS Msibi
Company Secretary: M S S Petse
*Departmental Representative

You can apply online, post or hand deliver to the following address: **The Office of the CEO, RTMC, Private Bag X147, Pretoria 0001 or hand delivered to Eco Origin Office Park, Block F, 349 Witch- Hazel Street, Highveld EX 79, Centurion 0157.**

Online application can be submitted via the RTMC website under Vacancies. Candidates are encouraged to utilize the online application platform.

NB: Persons with disabilities are encouraged to apply

Closing date 7 May 2019 at 16:30pm and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, application will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: N Thobela at (012) 999 5200

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