



Road Traffic
Management Corporation

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

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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

Asset Management Practitioner (x4)

Ref No. RTMC/ SCM: AMP/2019

Package: Negotiable

Purpose: To administer the assets of the organization in accordance with relevant policy and regulation.

Requirements: • Relevant NQF 6 qualification or equivalent recognised qualification • At least three (3) year' relevant experience • Understanding of road traffic management legislation • Public Finance Management Act (PFMA) • Preferential Procurement Framework Act of 2000 • SCM Policy, Processes and Procedures and Standards • Preferential Procurement Policy Framework Act.

The successful candidate must have the following attributes and competencies:

• Stakeholder management • Interpersonal skills • Problem solving and analysis • People and Diversity management • Change Management • Client Orientation and customer focus • Conflict management • Communication skills • Decision making • Analytical thinking • Negotiation Skills • Mediation Skills • Written and Verbal communication • Supplier management • Accountability and ethical conduct • Quality oriented • Deadline-oriented • Quality management.


Duties: • Receive asset maintenance calls, identify the issue and collect the asset for repair • Receive, log, and asset tag each piece of equipment and inform the relevant stakeholder • Make contact with supplier or repair agent and co-ordinate the collection/delivery of the asset for repair • Ensure that assets are tagged and delivered to the correct employee/business unit • Ensure assets are delivered to and collected from the repair/supplier timeously • Ensure Assets are disposed of in accordance with the policy • Conduct daily stock takes on assets and compile reports • Order assets and log invoices on the relevant system • Create purchase orders on the system for assets if and when required • Contact and



A proud initiative of
The Department of Transport



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

 12/04/2019

organise with third parties with respect to scrapping and selling IT assets and co-ordinate delivery • Update the asset register forms/documents ensuring all assets are accounted for • Monitor the movement of assets and ensure documentation is up to date • Update the loss control register and file loss control forms accordingly • Compile asset reports and stock reports.

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 document and driving license.

You can apply online, post or hand deliver to the following address: **The Office of the CEO, RTMC, Private Bag X 147, Pretoria 0001 or hand delivered to Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ex 79, Centurion 0157**


Online applications 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 07 May 2019 at 16h30pm 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, applications 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

 12/04/2019