



**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

**Banking officer (x3)**  
**Ref No. RTMC/BO/2019**  
**Package: Negotiable**


**Purpose:** To ensure that all receipts are valid, accurate and complete and are matching temporary and annual permits applications made to RTMC.

**Requirements:** • A senior Certificate/Grade 12 • A related National Diploma or equivalent  
• at least three (3) years relevant experience • Knowledge of the Public Finance Management Act (PFMA) and good Governance principles • No criminal record or previous conviction.

**The successful candidates must have the following attributes and competencies:**

• Knowledge of the Public Finance Management Act (PFMA) • Understanding of corporate Governance principles • Understanding of the finance revenue scheme • High level of attention to details and accuracy • Ability to work under pressure • administrative skills • Data Capturing skills • Numeracy skills • Result orientated • Ethical • Good communication skills • Problem solving • Team work orientated • Ability to make timely and clear decisions • Client orientation and customer focus.

**Duties:** • Monthly reporting and revenue reconciliation • Perform debtor's administration and reconciliation process on referenced deposits • Process new deposit on system where reference number is not indicated on the bank statement • Perform debtor's administration and reconciliation process on referenced deposits • Download and process bank statement • Control and safeguarding of documents • Opening of client accounts from remote areas • Correction of inaccurately processed receipts • Verification of documents received from helpdesk i.e. temporary and annual permitted applications • Adhoc finance duties.

 12/04/2019



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 Ewertse  
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



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.

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

 12/04/2019