



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


Data Capturer (x 7)
Ref No. RTMC/ RTI: DC/2019
Package: Negotiable

Requirements: Grade 12 or equivalent recognised qualification • At least one (1) year' relevant experience • Data capturing skills • General administration • Understanding the transport or road traffic sector • Understanding of road traffic management legislation • Understanding of the strategic deliverables of the RTMC.

The successful candidate must have the following attributes and competencies:

- Interpersonal skills • Problem solving and analysis • Written and Verbal communication
- Organisational networking • Analytical ability • Attention to detail • Results Driven
- Confidentiality • Service Orientation • Administrative skills • Numerical ability • Accountability and ethical conduct • Quality oriented • Deadline-oriented • Task oriented • Professionalism
- Positive attitude • Flexibility • Adaptability • The ability to take Initiative.

Duties: • Capture all the required data from various operations within the Corporation • Maintain data collection systems, processes and frameworks in the section • Comply with policies and procedures in the section • Involvement in the analysis of the data • Administer the assessment of user requirements • Regularly liaise with data providers • Respond to information requests from various organisations and the Corporation of research information • Conduct data verification before and after capturing • Level of compliance to applicable Legislation • Maintenance of data collection methods and

 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

- process • Administer and maintain data register • Input data into the relevant systems
- Maintain and improve filing system..

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 7 May 2019 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

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