



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

Driver/Messenger (x2)

Ref No. RTMC/ F: D/M/2019

Package: Negotiable

Purpose: To provide a driving and messenger support service by implementing policies, procedures and systems to courier documents, transport staff and stakeholders and maintain the company vehicles in order to ensure the roadworthiness of vehicles, on time delivery and safety of passengers whilst representing RTMC in a professional and responsible manner.

Requirements: • Senior Certificate/Matric or equivalent • Valid driver's license and PDP • At least three (3) year' relevant experience • Knowledge of AARTO Legislative • In depth understanding of all traffic regulations and bylaws. Motor vehicle maintenance and roadworthy requirements •

The successful candidate must have the following attributes and competencies:

• Interpersonal skills • Problem solving and analysis • Written and Verbal communication
• Assertiveness • Service Orientation • Planning and Organising • Organisational Awareness • Teamwork • Conflict management • Administrative Skills • Quality oriented • Deadline-oriented • Task oriented • Prioritising • Positive attitude • Flexibility • Adaptability • The willingness to take Initiative.

Duties: • Transport Staff and Stakeholders • Plan daily transport and delivery routes in the most time saving and economic way • Transport staff to and from meetings • Transport board members to and from meetings • Ensure safe and quickest route to and from destination • Safe transportation of passengers • Delivery and collection of documents • Comply with all policy, procedural and turnaround time requirements for



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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

2/04/2019

courier service • Deliver and pick up documents, requisitions and invoices • Ensure signature acknowledging receipt by addressee • Complete register of documents and parcels • Maintenance of allocated fleet vehicles • Maintain a logbook of trips, fuel, and oil consumption • Submit monthly log book to supervisor • Ensure vehicle is serviced and service record is updated • Ensure allocated vehicles is roadworthy at all times.

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 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, 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



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