



Road Traffic Management Corporation

Executive Manager: Corporate Services

Ref No. RTMC/ EM: CS / 2019

Salary Package: Negotiable

Purpose: The Executive Manager: Corporate Services reports directly to the Chief Executive Officer. The incumbent in this position manages all activities and functions in the Human Capital, Facilities Management, Secretarial Services and Legal and Compliance Services Units. The incumbent provides specialist advice so that best practices within these functions can be maintained and informed business decisions can be made. The incumbent in this position provides specialist input with regard to projects in different divisions within RTMC.

Requirements: A Bachelors Degree or equivalent qualification, a relevant post-graduate qualifications would be an added advantage. Candidate must possess 10 years relevant experience of which 5 years in a senior managerial role.

The successful candidate must have the following attributes and competencies:

Understanding of Strategy Management principles and models; Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation; Understanding of Corporate governance principles; Understanding of road traffic management legislation; Understanding of inter-governmental relations; Understanding of Human Capital processes and systems; Understanding of Fleet and Facilities Management processes and systems; Understanding of Secretarial Services systems and processes; Knowledge of management principles and theories; Knowledge of policy conceptualisation and implementation; An understanding of the strategic delivery requirements of RTMC; Policy conceptualisation and implementation, Stakeholder Management, Ability to develop and market new products.

Main Duties: Manage and deliver a strategic direction to the Corporate Services Division and ensure that they deliver uniformly in terms of the performance expectations for each

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department / section; Build and maintain relevant stakeholder relationships; Direct the activities of the Human Capital, Legal and Compliance Services, Facilities Management and Secretarial Services; Develop a budget and manage compliance with the annual budget; Manage all legal compliance aspects in the Corporate Services division; Manage and assist with the delivery of projects and continuous improvement activities; Perform relevant people management functions within the allocated sections.


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. Applications must be forwarded via email to: **rtmc_recruit@capabilityenablers.co.za**. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that details information on the jobs is available on the RTMC website under vacancies.

NB: People with disabilities are encouraged to apply.

Closing date is the 11th November 2019 at 16:30 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 must be made in writing to: Ms Unathi Conjwa on unathi@capabilityenablers.co.za



18/10/2019