



**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

**Librarian (x1)**

**Ref No. RTMC/ TP: L/2019**

**Package: Negotiable**


**Purpose:** To provide library and research services for the organization and maintenance and management of the library and its collections.

**Requirements:** • Senior certificate/Grade 12 or equivalent recognised qualification • At least three (3) year' relevant experience • Data capturing skills • Seeking and obtaining of information • General administration • Understanding the transport or road traffic sector • Understanding of road traffic management legislation • Understanding of the strategic delivery requirements of 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 • Numerical ability • Accountability and ethical conduct
- Quality oriented • Deadline-oriented • Analytical ability • Task oriented • Analytical ability
- Professionalism • The ability to take Initiative • People and diversity management • Conflict management • Decision making.

**Duties:** • Directs, supervises and participates in assigned collection development areas of adult print and non-print materials; participates in review and evaluation of electronic and on-line services and technologies • Provide reader, advisory and information services to users

 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 Mdlolwa, 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

- Keep up to date with newly released publications in order to select library resources
- Give guidance and advice to library users regarding reference work as well as reading guidance
- Deal with enquiries and assisting library users in accessing Library Management System and other resources
- Recommends goals and objectives to ensure that library services, programs and collections are relevant

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.

**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.

 12/04/2019

Enquiries: N Thobela at (012) 999 5200



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