



**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


**Supply Chain Practitioner Vetting (x3)**  
**Ref No. RTMC/SCM: VT /2019**  
**Salary Package: Negotiable**

**Requirements:** • A relevant qualification coupled with at least one to two years' supply chain experience. • Knowledge and understanding of Public Management Act (PFMA) and the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (BBBEE). • Understanding importance of inter-governmental relations and Corporate Governance principles. • Excellent presentation and communication skills. • A valid Code B driver's license. • Computer Literacy (MS Office Package). •Willingness to work long and irregular hours. • Willingness to travel and to accept extra responsibilities and functions.

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

• Negotiating skills. • Numeracy and Analytical skills. • Report writing skills. • Basic Research skills. • Understanding of road traffic management legislation. • Interpersonal skills. • Problem solving and analysis. • Written and Verbal communication skills. • Understanding of urgency. Understanding of online procurement systems and processing of requisitions electronically • Project Management • Team work. • Customer Centricity. • Maintain high levels of Integrity

**Duties:** •Responsible for the smooth and timeous processing of purchase requisitions •obtaining quotations through approved methods • purchasing and the processing of appropriate documentation for the appointment of service providers for the provision of goods and services •Facilitating briefing sessions where the need arises • conduct market research on price reasonability • negotiate pricing where required • Completeness of procurement documents and compliance to check list • Record keeping of documentation • Following up on supply and/or delivery of goods/services and payment of suppliers when required • Supplier performance monitoring •Ensure that value of money and transparency principles are

  
12/04/2019



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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

maintained within acquisition management • Maintain a report on all quotations processed and ensure timeous reporting / update / monitoring of the acquisition reporting tool.

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 07 May 2019 at 16h30pm 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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