



**Road Traffic**  
Management Corporation

**General Manager: Administrative and Learner Support**

**Ref No. RTMC/ GM: A&LS / 2019**

**Salary Package: Negotiable**

**Purpose:** The General Manager: Administrative and Learner Support reports directly to the Executive Manager: Road Traffic Training Academy. The incumbent will be responsible for ensuring that all administrative and learner support processes and systems are developed and that all learners at the colleges are properly supported throughout the training process.

**Requirements:** A Bachelor's Degree or Equivalent Qualification is essential, a relevant post graduate qualification would be an added advantage. Candidate must possess at least 8 years relevant experience of which 4 years in a managerial role in a large / complex organisation.

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

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; Knowledge of Financial and Business management models, principles and theories; Understanding of road traffic management legislation; Knowledge of the RTMC Act; Understanding of inter-governmental relations; Understanding of the QCTO, SAQA and SETA processes; Knowledge of People Management, Diversity and Change Management; An understanding of the strategic delivery requirements of RTMC; A sound understanding of Training Practices; Understanding of Training delivery information systems; Understanding of the public Sector Training operation model; Policy conceptualisation and implementation, Stakeholder Management, Ability to develop and market new products.

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01/11/19

**Main Duties:** Manage the Administrative and Learner Support Unit for RTMC; Develop, maintain and build relationships with current and potential stakeholders to ensure service level requirements are met and to protect RTMC's interest in the relationship; Oversee administrative and learner support services in regard to the training of learners; Manage and assist with the delivery of projects and continuous improvement activities; Manage compliance with the annual budget; Perform general people management functions and effective capacity management to ensure smooth running of departments.

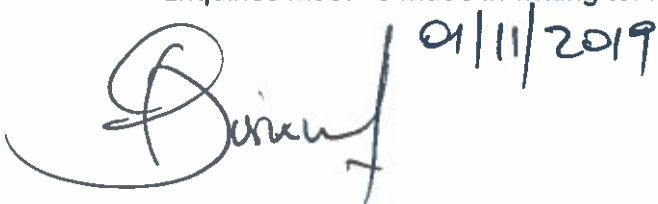
To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. Applications must be forwarded via email to: [rtmc\\_recruit@capabilityenablers.co.za](mailto:rtmc_recruit@capabilityenablers.co.za). Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

**NB: People with disabilities are encouraged to apply.**

Closing date is the 25<sup>th</sup> 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 after the closing date, please consider your application unsuccessful.

Enquiries must be made in writing to: Ms Unathi Conjwa on [unathi@capabilityenablers.co.za](mailto:unathi@capabilityenablers.co.za)

A handwritten signature in dark ink, followed by the date 01/11/2019 written in a similar style.