



**Road Traffic**  
Management Corporation

**General Manager: Training Material Development and Quality Assurance**

**Ref No. RTMC/ GM: TMD&QA/ 2019**

**Salary Package: Negotiable**

**Purpose:** The General Manager: Training Material Development and Quality Assurance reports directly to the Executive Manager: Road Traffic Training Academy. The incumbent is responsible for ensuring that all training and assessment material is developed based on the qualification and curriculum requirements and ensuring that the training material, assessments and actual training processes are quality assured.

**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' experience in a training development and quality assurance related role of which 4 years at a management level.

**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 Management and Change; Understanding of the strategic delivery requirements of RTMC ; A sound understanding of Training Practices; Understanding of Training and Quality Assurance information systems; Understanding of the public Sector Training operation model; Policy conceptualisation and implementation, Stakeholder Management, Ability to develop and market new products.

**Main Duties:** Manage the Training Material Development and Quality Assurance Unit for RTMC. Develop, maintain and build relationships with current and potential stakeholders to

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ensure service level requirements are met and to protect RTMC's interest in the relationship. Ensure that training and assessment material is developed according to set qualification and curriculum requirements. Ensure that training material, assessment material and the actual training process is properly quality assured. 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.

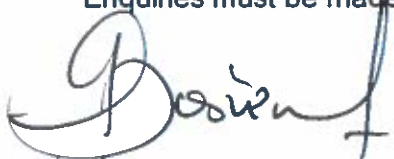
To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. Applications must be forwarded via email to: [rtmc\\_recruit@capabilityenablers.co.za](mailto:rtmc_recruit@capabilityenablers.co.za). 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)



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