



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

REF NO. RTMC/RTTA/M:TQA/2021

Position	: Manager: Training Quality Assurance
Unit	: Training Quality Assurance
Location	: Road Traffic Training Academy
Salary Package	: Market Related
Job Purpose	: The Manager: Training Quality Assurance is responsible for ensuring that all developed training material complies with all QCTO, SAQA and Training Norms and Standards requirements. The incumbent is also responsible for ensuring that the overall training process and facility complies with set quality standards and requirements.

KEY JOB RESPONSIBILITIES:

- To ensure that all training material developed is reviewed and quality assured.
- Assist the General Manager: Training Material Development and Quality Assurance with the development of the Training Quality Assurance Policy
- Ensure the implementation of the Training Quality Assurance Policy
- Ensure compliance with set RTMC Training Norms and Standards training material standards, processes, procedures
- Ensure compliance with SAQA, QCTO and SETA's requirements
- Consult with tertiary institutions and relevant bodies to enhance training quality assurance processes and methodologies
- Consult with SAQA/QCTO, relevant SETA's and other stakeholders regarding quality assurance
- Manage, oversee and coordinate the quality assurance of training material and ensure that all material is properly reviewed before given to trainees
- Ensure compliance with the identified curriculum and NQF standards
- Ensure that all processes are followed to verify, review and quality assure all learning material
- To ensure the implementation of training related quality assurance processes.
- To manage the Training Quality Assurance Department within the Road Traffic Training Academy ensuring that set performance expectations are met.
- To maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met.



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

- To perform relevant people management functions within the allocated sections.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4).
- Bachelors' Degree in Education, Training and Development, Policing, Traffic Management, Quality Management or equivalent (Essential).
- Honours degree Education, Training and Development, Policing, Traffic Management, Quality Management or equivalent (Advantage)
- Six to eight (6 – 8) years' relevant Quality Assurance, Quality Management or Training Management experience of which 3 years should be at a Supervisory level.

KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and ethical conduct
- Quality oriented and judgement
- Systems thinking and Deadline-Oriented
- Analytical ability and task oriented
- Prioritising and must take initiative
- Professionalism and positive attitude
- Flexibility and Adaptability

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Copies of qualifications,
- Copy of Identity Document
- Copy of Driving License.

Applications must be forwarded via email to: RTTAQualityAssurance@rtmc.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 detailed information on the jobs is available on the RTMC website under vacancies.



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

NB: Persons with disabilities are encouraged to apply.

Closing date is the 27 December, 2021 at 16:30 pm, 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: Human Capital at (012) 999 5200

GM: General S Nyalungu

13.12.2021