



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/S:TMQA/2021

Position : **Specialist: Training Material Quality Assurance**
Unit : **Training Quality Assurance**
Location : **Road Traffic Training Academy**
Salary Package : **Market Related**
Job Purpose : **The Specialist: Training Quality Assurance is responsible for ensuring the quality of all aspect related to the training of Traffic Personnel at the Traffic Training Academy.**

KEY JOB RESPONSIBILITIES:

- To ensure that all training processes comply with set quality standards.
- Conduct internal quality compliance audits for all training processes and ensure:
 - Compliance with all legislative and regulatory requirements
 - Compliance with all Training Norms and Standards requirements for Traffic Training Colleges
 - Compliance with all QCTO and SAQA requirements and standards
 - Compliance with the OHS Act
 - Compliance with the developed QMS policy
 - That the premises at the Academy comply with all set standards
 - That the lecturing staff comply with qualification and experience requirements
 - That training is conducted within the set requirements and standards
- Assist the Manager: Training Quality Assurance with ensuring compliance with Training Norms and Standards requirements regarding assessment instruments
- Ensure that all set timelines and format requirements are adhered to
- Note all non-conformances from internal and external audits and give feedback to the Manager: Training Quality Assurance
- Consult with Training Norms and Standards ETQA Specialists regarding the external audit dates and times
- Assist the Specialist: ETQA during the external audit
- Ensure that the non-conformances are resolved by conducting a follow-up internal audit within set timelines



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- Ensure that all indicated non-conformances are addressed within timelines
- Prepare and submit monthly management reports to the Manager: Training Quality Assurance related to policies, processes, systems, compliance levels, incidents and non-conformances as well as corrective actions.
- Value adding relationships built with stakeholders.
- To continuously develop own personal expertise.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4) (Essential)
- National Diploma (NQF Level 6) in Training Management or Quality Assurance (Essential)
- Bachelor's degree in a relevant discipline (Advantage)
- Three to four (3 -4) years' relevant training quality assurance experience

KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and ethical conduct
- Quality oriented and judgement
- Systems thinking and Deadline -oriented
- Analytical ability and task oriented
- Prioritising and Analytical Ability
- Professionalism and Positive Attitude
- Flexibility and Adaptability
- Adaptability and initiative

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



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the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

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