



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:TMD/2021

Position : **Specialist: Training Material Development**
Unit : **Training Material Development**
Location : **Road Traffic Training Academy**
Salary Package : **Market Related**
Job Purpose : **The Specialist: Training Material Development is responsible for the development of training material for all Traffic Personnel related training aligned to curriculum and qualification requirements.**

KEY JOB RESPONSIBILITIES:

- To develop training material for Traffic personnel within curriculum and qualification requirements.
- Ensure compliance with the Training Material Development Policy.
- Develop and implement training material development standards, processes and procedures and submit to the Manager: Training Material Development for approval.
- Scan the international and national environment for new and relevant approaches and methodologies regarding training material development.
- Make recommendations to the Manager: Training Material Development of which approaches and methodologies to follow and implement at the Road Traffic Training Academy.
- Conduct research on the developed and approved qualification and curriculum and required learning material needs.
- In consultation with the industry, Subject Matter Experts and the Manager: Training Material Development to develop learning material for approved qualifications.
- Liaise and consult with tertiary institutions, SAQA, QCTO and relevant SETA's and provide feedback to the Manager: Training Material Development
- Develop and ensure the development of training material according to the curriculum, identified needs and relevant NQF standards.
- Liaise with the identified Higher Education Institutions involved in the development of learning material.
- Ensure that externally developed learning material comply with RTMC Training Norms and Standards requirements.
- Review and update learner material.

Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms T Mdlulwa, Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho*
Chief Executive Officer: Advocate MS Msibi
Company Secretary: Ms S Petse
**Departmental Representative*



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- Follow all required processes to recommend developed and reviewed learning material for approval by the Manager: Training Material Development.
- Ensure compliance with all timelines and quality requirements.
- Consult with Manager: Training Quality Assurance and Specialist: Training Material Quality Assurance regarding the approval of all developed learning material.
- Value adding relationships built with stakeholders.
- To continuously develop own personal expertise to drive personal growth.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4)
- National Diploma in Education, Human Resource Management, Training and Development Management or equivalent (Essential)
- Bachelor's degree in Education, Human Resource Management, Training and Development Management or equivalent (Advantage)
- Three to four (3 – 4) years' relevant training material development experience (Essential)

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.

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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.

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

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