



Head of Department: Behavioural Studies

Ref No. RTMC/HOD:DBS/2021

Package: Negotiable

Purpose: The Head of Department: Behavioural Studies is responsible for the supervision and the implementation of all behavioural studies training activities at the Road Traffic Training Academy. The incumbent is also responsible for ensuring that the behavioural studies training meets appropriate QA standards and the training is kept abreast of pedagogic developments in the areas concerned.

Requirements: Matric •Bachelors' Degree in Policing / Transport Management/ Law or equivalent (NQF Level 7) •Honours degree in Policing / Transport Management / Law (NQF Level 8) or equivalent (Advantage) •6-8 years' relevant Road Safety Management, Law Enforcement, Training Management experience of which 3 years should be at a Supervisory level.

The successful candidate must have the following attributes and competencies:

Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Resilience •Agility •Passion •Curiosity •Creativity.

Duties: •Develop behavioural studies lecturing plans and submit to the General Manager: Training Delivery for approval •Investigate the potential regarding the digitalisation and automation of the training process and make recommendations to the General Manager: Training Delivery • Develop of learning material •Compile and develop technical assessment questions •Provide regular updates and information regarding the training process • Ensure integration of administrative services and academic programs •Produce monthly, quarterly, annual and ad-hoc theoretical training reports and submit to the General Manager: Training Delivery •Ensure the development of a moderation policy, process and procedure in conjunction with the Manager: Training Material Development •Ensure that all lecturers are

knowledgeable about the relevant subject and are prepared to conduct the relevant training

- Ensure that lecturers complete lesson plans and ensure that all behavioural studies material is available and handed to lecturers at the start of the academic year
- Ensure that all assessments are conducted as per qualification requirements
- Compile and produce monthly, quarterly, annual and ad hoc training reports and submit to the General Manager: Training Delivery
- Give input to the General Manager: Training Delivery for the development of the Training Delivery Operational Plan
- Provide team with clear performance standards and development plans
- Review policies and processes and recommend policy and process changes to the General Manager: Training Delivery
- Prepare and submit section reports or ad hoc reports to Management and internal clients as and when required
- Promote and represent the Traffic Training Academy both internally and externally
- Promote open communication to the behavioural studies team to ensure problems are addressed timeously and effectively
- Ensure that all service providers follow set RTMC policies and procedures
- Ensure compliance with all legislative and regulative requirements
- Conduct annual and bi-annual Performance Reviews with staff and monitor staff compliance with HR and IR policies and procedures.

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@miltonresourcing.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 25 March 2021, 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: Ms. N Thobela (012) 999 5200



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A handwritten signature in black ink, appearing to be "Adv. J Makgatho".