



Administrative Officer: OD and HR Operations

Ref No. RTMC/HRA/21

Package: Negotiable

Purpose: The Administrative Officer is responsible for keeping all administration up to date and providing administrative support to the entire OD and HR Operations unit in Corporate Services division.

Requirements: Grade 12 or equivalent •Administrative Qualification at NQF Level 5 or equivalent •National Diploma in Human Resources management or equivalent at NQF Level 6 (Advantageous) •2 to 3 year administrative experience.

The successful candidate must have the following attributes and competencies:

Quality focus •Confidentiality •Integrity •Service orientation •Commitment •Loyalty •Responsibility •Compassion •Efficiency •Patience •Punctuality •Accessibility •Availability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative.

Duties: •Manage and control the diary •Arrange functions and meetings •Deal with all correspondence •Coordinate finances and assist with the management of all assets •Provide relevant administrative Support •Build and maintain healthy sustainable and mutual beneficial relationships with all service providers •Provide updated reports in area of responsibility to Managers to support decision-making •Deliver optimal customer service to customers that adds value to the business and •Remain up to date with relevant market trends and incorporate information into your work to add value •Ensure that opportunities are taken on with a “can-do attitude” and with a focus on continuous learning.

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 read "MS Msibi".