



**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

**Junior Lecturer**  
**Ref No. RTMC/JL/2021**  
**Package: Negotiable**

**Purpose:** The Junior Lecturer is responsible for the facilitation of registered and accredited, standardised training courses for traffic and road safety personnel. The incumbent in this role plans and facilitates training sessions and is also responsible for the assessment of existing and new traffic personnel.

**Requirements:** Matric or equivalent (NQF Level 4) • Relevant three year qualification with a minimum of three years occupational experience or any relevant qualification with at least three years experience in the related field (drill instructor and/or firearm training and/or physical training) • Degree in Policing / Transport Management / Law or equivalent (Advantageous)

**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.

**Duties:** Assist the Training Material Development and Quality Assurance Unit in the development, review and updating of learning materials • Ensure timeous delivery of training, lesson planning, assessments of learners, evaluation of training • Develop a question bank for applicable modules/unit standards • Compile lecturing/ teaching plans for applicable modules/unit standards and submit to the Senior Lecturer for approval • Compile formative and final formative assessment tools and submit to Lecturer for quality assurance and approval, submission for independent moderation by the Training Material Development and Quality Assurance; and submission to Learner Support and Administration Unit for safekeeping and duplication • Compile formative and final formative assessment learner answer sheets/ scripts



A proud initiative of  
The Department of Transport



**Board of Directors:** Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, 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*

and submit to Senior Lecturer for quality assurance, submission to Training Material Development and Quality Assurance; and submission to Learner Support and Administration Unit for capturing

- Assess theoretical modules learning programme outcomes
- Ensure compliance with the quality management system
- Assist in managing stakeholder relationships
- Participate in individual or collaborative research projects
- Regularly engage with internal clients to understand their requirement and thereby adding value
- Identify issues and problems within allocated area and make recommendations to implement changes as and when required
- Investigate and address problems in the most appropriate manner
- Provide updated reports in area of responsibility to Managers to support decision-making.

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](mailto: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



A proud initiative of  
The Department of Transport



**Board of Directors:** Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, 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*

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines.