



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

Management Representative: Driving License Testing Centre

Ref No. RTMC/ LE/MR: DLTC/2021

Package: Market Related

Purpose: To supervise Licensing Officers and administrative staff in order to ensure that all tasks are performed according to the National Road Traffic Act.

Requirements: Grade 12. Traffic Officers Diploma. Examiner for Driving Licence Diploma Grade A. Driving Licence Code A & EC. Must be registered as an examiner for driving licenses. Management Representative experience will be advantageous. Five (5) years' practical experience as an examiner for driving licence and NaTIS knowledge. Must have sound knowledge of the National Road Traffic Act. Must be trained and fully conversant with the procedures as contained in the latest procedure manual for NaTIS operators.

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 •Live by RTMC values.

Duties: • Management and supervision of staff in the licensing section • Ensure that all driving licensing personnel understands and know the requirements of the applicable Act, regulations and procedure manual • Adhere to specified standards, policies and SOP to prevent and reduce wastage on resources and escalate associated risk • Perform administrative tasks in provision of administrative support in respect of all testing functions • Manage the Unit through the development and implementation of operational plan • To build value adding relationships with various stakeholders.



03/09/2021



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To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as 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 job is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply.

Closing date is the 10 September 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

P. Khitsane

03/09/2021