



Manager: Curriculum Development

Ref No. RTMC/M:CD/2021

Package: Negotiable

Purpose: The incumbent in this role is responsible for the development and maintenance of standardised training policies and frameworks for traffic personnel and road safety officers in the country, in alignment with SAQA, NRTA, QCTO and any other relevant legislative requirements.

Requirements: Matric •Degree in a relevant discipline or equivalent (NQF level 7) •Honours degree in a relevant discipline or equivalent (NQF level 8) (Advantageous) •6-8 years' relevant curriculum development and quality assurance 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 •Analytical ability •Professionalism• Positive attitude •Flexibility •Adaptability •Initiative.

- **Duties:** • Assist with policy development and ensure the implementation of procedures within the Curriculum Development section •Assess the international and national environment for new and relevant traffic enforcement methodologies and road safety approaches •Consult with relevant stakeholders in the Traffic Training and Road Safety sectors to determine needs regarding training •Develop and ensure the implementation of guidelines and templates for learning material design •Develop and ensure the development of training curriculum for traffic training personnel and specialised training •Manage and oversee processes related to the design of the occupational qualification and curriculum •Liaise with tertiary institutions to enhance post -FETC career path development of traffic personnel and non-authorised persons •Develop and maintain learnership and career path for traffic personnel and non-authorised officers •Liaise with training delivery

colleges in regard to the implementation of Continuous Professional Development and the Recognition of Prior Learning •Manage the curricula impact assessment process •Ensure the implementation of the quality assurance process of learning material against approved curriculum •Ensure the review of curricula for Authorised (Traffic Personnel) and Non-Authorised officers •Moderate the occupational qualification documents (qualification, curriculum, external specification, progress and process reports as well as QAS addendum) and ensure it is submitted to the QCTO for approval •Recommend the addition of occupations on the OFO document in terms of the training needs analysis of the Corporation. Contribute to the development of a question banks of various curricula.

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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