



Manager: Norms, Standards and ETQA

Ref No. RTMC/M:TNS/2021

Package: Negotiable

Purpose: The incumbent in this role is responsible for the quality assurance 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. The incumbent is also responsible for ensuring that all training colleges are properly registered and quality assured.

Requirements: Matric •Degree in a relevant discipline or equivalent (NQF Level 7) •Honours degree in a relevant discipline (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 the development and implementation of various national training policies and standards •Ensure that these policies, curricula and standards are implemented at all training colleges •Contribute towards the implementation of continuous professional development initiatives and RPL •Maintain policy documents in compliance with SAQA, the relevant SETAs or any other recognised body where applicable •Contribute towards the development of curricula for authorised and non-authorised persons •Develop and ensure the implementation of the curricula impact assessment •Manage AQP appointments and performance •Contribute to the review of authorised and non-authorised curricula •Manage the evaluation and approval of Traffic Training centres in terms of the NRTA •Manage the evaluation of Assessment Centres and recommend to the QCTO for accreditation •Manage and oversee the development of the question bank of various curricula the development of



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Chief Executive Officer: Advocate MS Msibi

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*Departmental Representative

curricula •Manage and oversee the quality assurance of training material •Manage and oversee the development and implementation of assessment instruments of curricula for authorised and non-authorised officers •Manage assessment practitioner registration and databases• Manage the moderation of assessment processes •Manage assessment centre accreditation and databases •Manage the curricula impact assessment process •Manage and oversee the moderation of assessment processes •Perform AQP functions in terms of the QCTO prescripts •

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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