



## **Team Leader: Training Norms and Standards Support**

**Ref No. RTMC/TL/TNS/2021**

**Package: Negotiable**

**Purpose:** The incumbent in this role is responsible for the supervision of administration support to both Curriculum Development and Norms, Standards and ETQA.

**Requirements:** Matric •A relevant Bachelor's degree or equivalent •3-4 years' relevant Administration experience. Postgraduate qualification would be an added advantage.

**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:** •Develop and ensure the implementation of a Learner Information Management System with regards to: Enrolments Training Programmes, Uploading of learner results, Request for certification, Upload questions onto the system as part of the question bank, Administration of e-learning, Administration of assessments. •Supervise and ensure the provision of administration services with regard to: Implementation of External Integrated Summative Assessment (EISA) for the different qualifications, norms and standards, Curriculum Development, Planning and the delivery of meeting logistics and secretarial functions, Administration of policies, procedures, systems and databases management, •Coordinate Training, Norms and Standards support services, Distribution of reports to the relevant stakeholders, •Assist with all activities related to office management, resource use standards and management audits, •Coordinate the administrative functions regarding the quality assurance and duplication of learning material, •Coordinate the administration of manual assessments with regard to duplication and packaging.

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



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