



Travel Practitioner

Ref No. RTMC/A:TP/2021

Package: Negotiable

Purpose: The Travel Practitioner is responsible for the coordination and administration of all aspects of the travel function for RTMC employees. The focus of the incumbent is on making travel arrangements for RTMC's employees including booking of tickets, conducting research about destinations, planning of trips, implementing the requirements of National Treasury's cost containment measure for travel management service and giving advice to clients..

Requirements: National Diploma in Travel/Business Management or Equivalent (NQF level 6) • 3-4 years' relevant experience in Travel management.

The successful candidate must have the following attributes and competencies:

Accountability and ethical conduct •Work irregular hours, Quality oriented •Judgment •Systematic thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Analytical ability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Live by RTMC values.

Duties: •Plan trips and make travel bookings for employees that require to travel for business •Reserve rental cars for employees that require to travel for business •Make accommodation arrangements for travellers •Coordinate visa and travel applications as needed by employees •Implement travel policies •Assist with preparation of periodic travel budget reports and report deviations from the allocated budget •Give guidance to employees regarding travel documents, insurance, import/export ••Compile reports inclusive of spend plus volume trends along with exception reporting, budgeting and forecasting •Maintain a close relationship with service providers and ensure effective service delivery •Build and maintain healthy and sustainable relationships with stakeholders, both internally and externally

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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