



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

Intergovernmental Liaison Specialist

Ref No. RTMC/RSSRM/ILS/2022

Package: Market Related

Position	: Inter-Governmental Liaison Specialist
Unit	: Inter-Governmental Relations
Location	: Centurion
Salary Package	: Market Related
Job Purpose	:The Intergovernmental Liaison Specialist is responsible for developing, monitoring and managing government relations programmes and to give advice to management regarding Intergovernmental relations.

KEY JOB RESPONSIBILITIES:

- To maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met.
- Develop, nurture and maintain the relationship between Government departments and the corporation.
- Analyse and monitor relations between the Corporation and its government stakeholders
- Develop and implement stakeholder engagement strategies with various Business Units within the Corporation
- Inform, consult or involve stakeholders from the three spheres of Government where relevant.
- Evaluate the effectiveness of these strategies and provide feedback to the General Manager: Intergovernmental Relations
- Conduct meetings with all stakeholders and suppliers when required
- Identify potential changes to SLAs with suppliers and discuss these with suppliers
- Liaise on a regular basis with all stakeholders and suppliers and ensure that relationships are maintained


EM: RSSRM

Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms T Mafuwa,
Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho*
Chief Executive Officer: Advocate MS Msibi
Company Secretary: Ms S Petse
**Departmental Representative*



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- Promote open communication to the Intergovernmental team to ensure problems are addressed timeously and effectively
- Investigate and find suitable solutions for intergovernmental discords
- Take the appropriate actions and implement/address with teams/individuals
- Ensure compliance with all legislative and regulatory requirements
- To assist in development and implementation of the integrated Stakeholder Management Strategy (SMS)
- Assist the General Manager: Intergovernmental Relations with translating Inter-Governmental strategies into the operational plan
- Ensure an effective integration and alignment of the Intergovernmental relations operational plan with the Road Safety Stakeholder Management Section objectives
- Stay abreast with the Intergovernmental relations operational plan and ensure that the plan is updated with the trends in Government related to Road Transport, Road Traffic and Road Safety
- Review and research proposed public policies affecting the Corporation
- Ensure a smooth flow of information between the Corporation and stakeholders from all three spheres of Government with a view to enhancing the implementation of policies and programmes
- To continuously develop own personal expertise to drive personal growth
- Develop own Individual Development Plan (IDP) reflecting current and future development requirements to drive personal development
- Identify training, certification, and conference opportunities to attend that will add value to your personal development and to the RTMC
- Remain up to date with relevant market trends and incorporate information into your work to add value
- Ensure that opportunities are taken on with a “can-do attitude” and with a focus on continuous learning

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QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level4)
- A Bachelor's Degree in Intergovernmental Relations or Co-operative Government or Equivalent (Essential)
- An Honours Degree in Intergovernmental Relations (Advantageous)
- Seven (7) years' experiences of which three (3) years must be in intergovernmental relations management role. (Essential)

KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and ethical conduct
- Quality oriented and judgement
- Deadline-Oriented
- Analytical Ability and task oriented
- Professionalism and Positive attitude
- Flexibility and Adaptability
- Must have initiative and be able to live by RTMC values.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Copies of qualifications,
- Copy of Identity Document
- Copy Driving Licence Card.

Applications must be forwarded via email to: RSSRMrecruitment@rtmc.co.za

Candidates are requested to clearly indicate the reference number for the position that they are applying for on the email.

NB: Persons with disabilities are encouraged to apply.



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Closing date is the 04 March 2022 at 16:30, 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

EM: RSSRM