



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

LICENSING OFFICER
Ref No. RTMC/ TLE: LO/2022
Market related Salary

Position	: Licensing Officer
Unit	: Law Enforcement Operations
Location	: Eco Park & Waterfall
Duration	: Fixed - Term Contract for Nine (9) Months
Job Purpose	: The Licensing Officer is responsible for ensuring timely and accurate processing of driving licence applications and renewals

KEY JOB RESPONSIBILITIES:

- Coordinate the process of driver licensing.
- Reconcile payments and cash deposits against transactional information.
- Forward verified statements to external authorities for processing.
- Provide routine information related to driver registration
- Maintain records of processed licensing applications in a proper filing system in the back office.
- Manage the process of receiving driver's license cards, collection and issuing to customers.
- Attend to incoming calls efficiently and timeously to minimise customer waiting time
- Screen calls to assist with queries or to route the callers to the correct area.
- Que Management and keep visitors informed of waiting times where necessary.
- Ensure that the reception is always clean and tidy - well presented.
- Communicate with clients and establish the nature of inquiries.

QUALIFICATIONS AND EXPERIENCE:

- Grade 12
- Computer Literacy (MS Office, Internet and Emails)

Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms T Mdlulwa, 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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- Twelve months (12) administration experience.

KEY ATTRIBUTES AND COMPETENCIES:

- Interpersonal skills
- Problem solving and analysis
- Written and Verbal communication
- Accountability and ethical conduct
- Quality oriented and deadline -oriented
- Analytical ability
- Professionalism and
- Client Orientation and customer focus
- Trustworthiness

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 License.

Applications must be forwarded via email to: TLErecruitment@rtmc.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 12 July 2022 at 16:30 pm, 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 5425