



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

Provincial Road Safety Implementation Coordinator

Ref No: RTMC/RSSRM/PRsic/2022

Package: Market Related

Position : Provincial Road Safety Implementation Coordinator
Unit : Road Safety Programmes
Location : Centurion
Salary Package : Market Related
Job Purpose :The Provincial Road Safety Implementation Coordinator is responsible for the implementation of road safety programmes initiatives and campaigns provincially in alignment with the National Road Safety Strategy.

KEY JOB RESPONSIBILITIES:

- To effectively implement Road Safety Programmes and campaigns in alignment with the National Road Safety Strategy
- Coordinate and implement the campaign calendar for RTMC in support of and to educate SA citizens and create awareness around Road Safety.
- Liaise with communities, schools and other role players on key Road Safety Programmes and implementation thereof.
- Schedule all road safety programmes or campaigns requests from internal and external stakeholders on identified programmes
- Facilitate campaigns production processes and monitor all projects from conceptualisation to the running of the road safety education programmes / campaigns
- Prepare and implement plans for all aspects of various Road Safety campaigns
- In conjunction with the Manager: Road Safety Programme Development and the Road Safety Programme Development Specialist, prepare appropriate budgets for all proposed programmes and campaigns

EM: RSSRM

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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- Collaborate with Event Promotion and Activation Officer to implement all activities for campaigns/ programmes within required timeframe and budgets
- Assist with booking venues, entertainment, equipment and supplies as well as caterers within set supply chain management policies and procedures
- Assist in selecting appropriate service providers for all events and ensure these are appointed within set Supply Chain Management policies and procedures
- Identify and ensure that the appropriate target (e.g., schools, communities...etc.) audience attend the campaigns events
- Build and maintain healthy sustainable and mutual beneficial relationships with all Road Safety implementation stakeholders
- Gather feedback from stakeholders to improve and optimise service delivery
- Identify issues and problems within allocated area and make recommendations to implement changes as and when required
- Continuous 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 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

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4)
- Three (3) year National Diploma (NQF Level 5) in Event Management Communications (Essential)
- Relevant Degree at NQF level 6 (Advantage).
- Three to four (3-4) years' experiences in Road Safety Programme implementation, Event Coordination or Public Relations.



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KEY ATTRIBUTES AND COMPETENCIES:

- Quality Focus and Service orientation
- Confidentiality and Integrity
- Commitment and loyalty
- Responsibility and Compassion
- Efficiency and Patience
- Availability and Professionalism
- Positive attitude and flexibility
- Adaptability and must take initiative,

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.

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

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