



**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

## **CRITICAL TRANSACTIONS CENTRE (CTC) SUPPORT OFFICER**

**Ref No. RTMC/ RTIT: CTC SO/2022**

**R421 100 Per Annum**

**Position** : Critical Transactions Centre (CTC) Support Officer  
**Unit** : Information Governance and Security  
**Location** : Waterfall Park, Midrand  
**Job Purpose** : The Critical Transactions Centre (CTC) Support Officer is responsible for ensuring the validity of requests for critical NaTIS transactions and ensuring that they are processed and completed in accordance with the relevant policies, legislation, and procedures.

### **KEY JOB RESPONSIBILITIES:**

- Log all requests made to the Critical Transactions Centre (CTC) for NaTIS transactions on the workflow system, Task Management System (TMS).
- Validate/verify all NaTIS requests for transactions made to CTC with regards to the required source documents and the authenticity in accordance with the National Road Traffic Act 93 of 1996 and its Regulations.
- Capture NaTIS (National Traffic Information System) transactions as prescribed by the National Road Traffic Act 93 of 1996 and its Regulations, internal business processes and procedures.
- Perform daily reviews of work performed by CTC support officers.
- Maintain records of processed requests in a proper filing system.
- Manage the NaTIS internal workflow system, Task Management System (TMS).
- Issue South African driving licence confirmation letters.
- Compile reports.
- Assist with investigations relating to the abuse of NaTIS transactions.
- Maintain healthy relationships with provincial NaTIS users.



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### QUALIFICATIONS AND EXPERIENCE:

- Grade 12 (NQF Level 4)
- National Diploma in Business Administration/ Office Management (NQF Level 6)
- Three (3) – four (4) years of experience in the Road Traffic Environment
- Must have attended NaTIS Full End User (FEU) training
- Must have worked on NaTIS for a minimum of three (3) years

### KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and Ethical conduct
- Written and verbal communication
- Meticulousness
- Quality oriented and judgement
- Systems thinking and deadline oriented
- Analytical ability and task oriented
- Prioritising and analytical ability
- Professionalism and positive attitude
- Prioritising and flexibility
- Adaptability and initiative
- Client orientated and customer focus
- Reliability
- Inquisitiveness
- Computer literacy (MS Office, internet)

### HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Copies of qualifications
- Copy of identity document



## Road Traffic Management Corporation

- Copy of Driving License

Applications must be forwarded via email to: [RTITrecruitment@rtmc.co.za](mailto:RTITrecruitment@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 23 September 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

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