



Road Traffic
Management Corporation

LICENSING OFFICER

Ref No. RTMC/TLE: LO/2023

Market related Salary

Position: Licensing Officer
Unit: Transactional Services Division (DLCT)
Location: Eco Park & Waterfall
Job Purpose: The Licensing Officer is responsible for ensuring timely and accurate processing of driving license 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)

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- At least twelve months (12) administrative experience
- E-Natis User Certificate will be an added advantage.

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
- Client Orientation and customer focus
- Trustworthiness

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae and copies of qualifications.
- 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.

NB: Persons with disabilities are encouraged to apply.

Closing date is the 21 July 2023 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