



Road Traffic
Management Corporation

Examiner: Driving License
Ref No. RTMC/ TLE: EDL/2023
Salary Package: Market Related

Position: Examiner: Driving License
Business Unit: Transactional Services Division (DLTC)
Location: Eco Park & Waterfall
Job Purpose: Co-ordinate tasks/ activities associated with the examination, testing and issuing of learner and driving licenses through the application of laid down assessment and inspection procedures, attending to administrative reporting and recordkeeping requirements and guiding personnel with the execution of specific activities to ensure drivers conform with the requirements of the National Road Traffic Act and regulations contributing to the safety of all users.

KEY JOB RESPONSIBILITIES:

- Checking details of application received against identification and / or relevant supporting documents.
- Completing procedural information, forms, documents and notifications and submitting for further processing.
- Updating schedules and registers reflecting licensing and testing applications processed and extracting summarised reports detailing the status of activities and forwarding to the immediate superior for processing.
- Receiving directives from the immediate superior and amending procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
- Maintaining records of applications, reports and tests, using alpha-numeric sequences to file documentation and/ or accessing/ retrieving information to support query resolution.
- Control issuing of learners and drivers license, professional drivers permit and instructors certificates to ensure public safety and efficient service delivery.

- Resolve public inquiries/ complains within the section.
- Keep proper records of all application forms processed as legislated
- Check and confirm submitted applications of relevant driver's licence transactions and ensure compliance with administration in accordance with DLTC specification and perform spot checks.
- Ensure that all learner licence test materials are signed out to the examiner for driving licences prior to the test and returned on completion of such test.
- Execute administration functions within the sub – section to ensure smooth running of the DLTC.
- Adhere to principles of customer care-oriented environment in the section.

QUALIFICATIONS AND EXPERIENCE:

- Grade 12.
- Examiner of Driver's Licence Diploma.
- Grade A Examiner will be an added advantage.
- Minimum Code B driving licence.
- Code A& EC will be an added advantage
- Registered as an examiner for driving licences or NATIS user.
- Minimum one (1) year practical experience as an examiner for driving licence or as a Licensing Officer.
- Must have a sound knowledge of the National Road Traffic Act.

KEY ATTRIBUTES AND COMPETENCIES:

- Understanding of road traffic management legislation.
- Understanding of Bookkeeping processes.
- Quality management.
- Understanding of customer service processes.
- Ability to work with money.
- Computer Literacy (MS Office, Internet and Emails)
- Accountability and ethical conduct

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