



**Specialist: Curriculum Development**

**Ref No. RTMC/TNS/SCD/2025**

**Salary Package: Market-Related**

**Position:** Specialist: Curriculum Development  
**Business Unit:** Training Norms and Standards  
**Location:** Centurion  
**Job Purpose:** The incumbent in this role is responsible for the development and implementation of training curriculums and qualifications.

**KEY JOB RESPONSIBILITIES:**

- Liaise with tertiary institutions to enhance post -FETC career path development of traffic personnel and non-authorized persons
- Register and maintain learnerships and career path for traffic personnel and non-Authorised Officers.
- Liaise with Training Colleges in regard to the implementation of Continuous Professional Development and the Recognition of Prior Learning
- Coordinate and ensure the occupational qualifications development
- Develop training curriculum for traffic training personnel and specialised training
- Contribute to curricula impact assessment at Traffic Training Centres
- Conduct quality assurance of learning material against approved curriculum
- Develop guidelines, templates and checklists for learning material design
- Contribute to the development of question bank of various curricula
- Conduct meetings with internal and external stakeholders when required
- Develop new SLAs/MoUs with stakeholders and amend existing ones as and when necessary
- Liaise on a regular basis with all stakeholders and ensure that relationships are maintained

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- Remain up to date with relevant market trends and incorporate relevant information into your work to add value
- Compiles internal submissions, external correspondences, reports and prepares presentations.
- Research and curate relevant content to inform the broader road traffic safety curriculum and ensure its alignment with Constitutional values and principles.
- Conduct desktop research for international comparability and local articulation possibilities as part of the qualification development processes
- Conduct training needs analysis in line with sector skills plan and liaise with the relevant SETA and the QCTO
- Complete relevant application forms for the development of curricula in liaison with the relevant SETA and the QCTO and submit for approval
- Critically review the course content, teaching materials, and resources to ensure they are up-to-date and relevant.
- Initiate and implement a structured review and approval workflow for curriculum changes to maintain consistency and quality.
- Facilitate and conduct the development, review, and re-alignment of skills programmes, occupational qualifications, and the Qualification Assessment Specification Addendum (QASAs) in line with the QCTO policies and procedures.
- Contributes to the sub-unit's operational planning and implementation of processes, policies, and procedures.
- Identifies and monitors risks within own area of responsibility.
- Assists in the maintenance of a risk register, report discrepancies or areas of concern to management.
- Assist with policy development within the training of traffic personnel environment.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Matric NQF Level 4
- A minimum NQF level 6 Diploma in the field of Instructional/curriculum Design, or Human Resource Development or Learning and Development, or Education or Road Traffic Safety related qualification as recognised by SAQA is essential.
- An Occupationally Directed Education, Training and Development Practices (ODETDP) Certificate will be advantageous
- Four (4) – Six (6) years relevant curriculum development experience/involvement

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## KEY ATTRIBUTES AND COMPETENCIES:

- Understanding of compliance and governance structures.
- Basic knowledge of the National Road Traffic legislation
- Experience and knowledge of the qualification development process is essential.
- Knowledge of SETA environment, SAQA and the QCTO prescripts
- Knowledge of project management and good planning and organisational skills.
- Ability to establish and maintain effective working relationship with individuals from diverse backgrounds.

## HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: [corporateservicesrecruit@rtmc.co.za](mailto:corporateservicesrecruit@rtmc.co.za)
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.
- The closing date is **07 March 2025 at 16:30 pm**-no late applications will be accepted.

## **NB: Persons with disabilities are encouraged to apply.**

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 three (3) months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

***NB: This is a re-advertisement. Applicants who applied before are requested to apply again should they still be interested in this position.***

