



ADVERT

General Manager: Planning, Coordination and Administration

Ref No. RTMC/TLE/GMPCA/2026

Salary Package: Market Related

Position: General Manager: Administration, Planning and Coordination

Business Unit: Traffic Law Enforcement

Location: Centurion

Job Purpose: The General Manager: Law Enforcement Administration, Planning and Coordination is responsible for ensuring adherence to the RTMC Act and other relevant law enforcement legislation. The incumbent is responsible for overseeing the planning, coordination and administration of traffic law enforcement actions and initiatives in a collaborative approach with Provincial and Municipal.

KEY JOB RESPONSIBILITIES:

Manage the Law Enforcement Planning and Operations Unit for RTMC:

- Develop an Operational plan aligned with the Traffic Law Enforcement Divisional Strategy and RTMC Mandate.
- Ensure that all functions in the Unit are aligned with the developed operational plan
- Monitor progress to ensure successful implementation of plans and achievement of targets.
- Prepare and submit reports or ad hoc reports to Group Executive and RTMC Management as and when required.

- Manage the communication flow between the different functions in the department and across functions in the Law Enforcement Administration, Planning and Coordination Unit.

Develop, maintain and build relationships with current and potential stakeholders to ensure service level requirements are met and to protect RTMC's interest in the relationship:

- Develop a business case regarding new opportunities and present these recommendations to RTMC Management
- Facilitate and maintain effective stakeholder and business relationships through appropriate relationship building, networking and reporting activities
- Represent the organisation to stakeholders, associates and partners and maintain professional, effective and amicable relationships to ensure that RTMC's interests are upheld
- Liaise on a regular basis with all third parties and ensure that business relationships are maintained

Develop and coordinate the implementation of the National Operational Plan:

- Manage the collection and analysis of Road Traffic Data.
- Develop and enhance cooperative and coordinated road traffic planning strategies with all members in the Traffic Law Enforcement and Road Safety fraternity
- Ensure that the implementation of the national operational plan in different provinces and municipalities are monitored and that corrective actions are implemented when required.
- Ensure that effective enforcement campaigns that respond to major contributing factors are developed.

Coordinate Law Enforcement Initiatives in collaboration with Provincial and Municipal role players:

- Manage the development integrated law enforcement plans.
- Facilitate the implementation and compliance with the law enforcement plans.
- Ensure effective coordination of integrated law enforcement.
- Implement effective and efficient technological law enforcement initiatives.

Manage and assist with the delivery of projects and continuous improvement activities:

- Act as Subject Matter Expert for all Business Improvement projects identified within Law Enforcement Planning and Operations.

- Manage the implementation of different projects and project streams in Law Enforcement Administration, Planning and Coordination.
- Identify all risks in projects for Law Enforcement Administration, Planning and Coordination and make suggestions to deal with identified risks.
- Provide updates and progress reports to the Executive Manager Law Enforcement on a regular basis for all projects within Law Enforcement Administration, Planning and Coordination.

Manage compliance with the annual budget:

- Provide Give inputs to Finance regarding the development of the annual budget.
- Take full responsibility for the financial resources within the area of accountability
- Constantly monitor the areas within the Law Enforcement Administration, Planning and Coordination that could create financial loss if not actioned or managed correctly
- Perform General people management functions and effective capacity management to ensure smooth running of department

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4)
- Traffic Officer Qualification (essential)
- Relevant Degree in Traffic Law Enforcement or equivalent (NQF Level 7)
- An Honours Degree or Post graduate qualification (NQF Level 8) in relevant discipline (essential).
- Master's Degree in a related discipline or Business (advantageous)
- Eight (8) years' relevant Traffic Law Enforcement experience of which five (5) years should be at a management level.
- Registration as a Road Traffic Law Enforcement Officer.
- Valid EB Driving license.
- No criminal record or previous convictions

KEY ATTRIBUTES AND COMPETENCIES:

- Management and Leadership skills
- Problem solving and analysis
- Accountability and ethical conduct
- Quality and deadline oriented
- Must have integrity and result driven.

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: **TLRecruitment@rtmc.co.za**
- Candidates are requested to clearly indicate the reference number for the position they are applying for in the email.
- The closing date is **15 May 2026 at 16:30 pm**—and 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 3 months, please consider your application unsuccessful. Inquiries: Human Capital at (012) 999 5425

A handwritten signature in black ink, consisting of a stylized 'M' or similar character with a horizontal line extending to the right.