

INTERNAL / EXTERNAL ADVERT

Post: AARTO Provincial Manager (x6)
Locations:(GPx1) (KZN x1) (WC x1) (LP & MPx1) (EC&FSx1) (NW&NCx1)

Department: Provincial Operations

Reference: SMNGR/RTIA/2026

Level: 12

Salary: R 1,101, 468 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: *National Diploma (NQF 6) in Road Traffic/Road Transport/Road Safety/Traffic Policing/Public Administration or Management/ Law or Social sciences. * (An advanced diploma (NQF 7) or Postgraduate degree (NQF 8) will be an added advantage). *Senior Certificate (NQF 4) or equivalent (Grade 12).

Minimum Knowledge & Experience Requirements: *8–10 years' experience, of which at least 5 years must be in a supervisory role within the road traffic/road safety/transport environment.*3–5 years' experience in the AARTO environment will be an added advantage.*Extensive knowledge of computer programmes.*Excellent communication, speaking, writing and reading.*Experience in presentation skills.*Experience in stakeholder engagement.*Supervision experience. Project management experience. *Knowledge Management.

Required Competencies: *Project management. *Stakeholder engagement. *Report writing & presentation. *Supervision & people management. *Computer literacy (MS Office Suite). *Valid driver's licence. * AARTO Act and related road traffic/transport legislation. *Sound administrative and office management practices. *eNaTIS and NCR systems. *Project and financial management principles. Intergovernmental relations and issuing authority structures.

Duties: Stakeholder Engagement on AARTO

*Coordinate and prepare stakeholder engagement plans.*Coordinate and plan stakeholder engagements with IAs and others.*Coordinate and prepare stakeholder engagement reports • *Coordinate and present to all issuing authorities.*Coordinate the consolidation of stakeholder engagement on AARTO.*Facilitate stakeholder meetings and attend such meetings (AARTO National Steering Committee) and report.*Engage with provincial and local authorities' stakeholders.*• Coordinating policies in line with the AARTO national roll-out.*• Attend meetings with issuing authorities.* Approved engagement plans.*Number of stakeholder sessions held.*Consolidated reports submitted on time.* Issuing authority meeting attendance records.*Job Profile: AARTO Provincial Manager 6.*Core Work Output Process Tasks / Activities Key Indicators AARTO-related matters and consolidate reports.*Consolidation of reports from issuing authorities.

AARTO National Steering Committee (ANSC)

*Coordinate communication concerning the ANSC. *Coordinate the secretariat office of the ANSC
*Coordinate continuous engagement with ANSC Members. *Coordinate reports for the ANSC. * Coordinate and provide updated information to the ANSC members. *Coordinate and provide support to the technical committees.

AARTO / Road Safety Summits & Conferences

*Coordinate summit/conference preparation meetings. *Coordinate preparations of letters to all stakeholders.
* Coordinate stakeholder invites and RSVP through e-mail/telephone. *Coordinate all enquiries relating to certain categories of stakeholders. * Coordinating the general administration of the summit.

Equipment & Asset Management

*Maintain and keep track of the logbooks of vehicles. * Coordinate and use of pool vehicles within the unit
Coordinate assets within the unit. *Coordinate reports on equipment & Asset Management.

Road Safety Flagship Projects & HR Administration

*Coordinate flagship meetings with all stakeholders. *Coordinate and facilitate road safety projects.
*Coordinate interaction with other entities/stakeholders at meetings. * Manage the senior operations officers and general office administration. *Coordinate the performance of senior operations officers.

Enquiries: Ms Allison Shingange – (087) 287 7993

Ms. Basetsana Motshoane – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: a8r5li@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026