

INTERNAL / EXTERNAL ADVERT

Post: AARTO Back-Office Administrator (x10)

Department: AARTO Back-Office

Reference: ABO/RTIA/2026

Level: 6

Salary: R 280,278 per annum

Term: Permanent

Minimum Educational Requirements: *Grade 12 (NQF 4) or equivalent.

Minimum Knowledge & Experience Requirements: *At least 3 years administration and/ or telephonic experience in the support services environment, experience in the road traffic environment. * Practical knowledge and experience in office administration support functions. *Registry background will be an added advantage.

Required Competencies: *Interpersonal and communication skills. *Analytical skills. *Organizational skills. *Administration skills. *Good record keeping skills. *Fraud awareness. *Report writing skills. *Communication skills. *Databases and/or spreadsheets. *Problem solving and analysis skills. * Planning and analysis skills.

Duties: Provide administrative support service to the AARTO Back Office

*Open mail items received in conjunction with Facilities Unit / Revenue Unit. *Sort mail items according to the type of elective option received. *Date stamp first page of applicable elective option form. *Process elective options allocated. *Monitor email application folders, and process email applications as received. *Follow up with infringers who submitted incorrect or incomplete application forms. *Handle telephone calls and email enquiries received from members of the public who is enquiring regarding their elective option applications forms submitted. *Assist other business units as and when required. *Assist with front office duties as and when requested.

Process and upload elective forms to the National Contravention Register (NCR):

*Upload physical documents / elective option forms to the NCR as prescribed. * Perform the necessary transaction on the NCR to acknowledge the elective option received. * Verify that correct document was uploaded. * Shred documents once successfully uploaded to the NCR. * Draw daily RD323 / 324 reports in support of applications processed.

Performance Management:

*Manage own performance in terms of performance agreement signed. *Together with the Manager / Supervisor, do performance management reviews as required.

Enquiries: Ms Allison Shingange – (087) 287 7993

Mr Mzwakhe Mhlanga – (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: khnn51@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