

INTERNAL / EXTERNAL ADVERT

Post: Admin Officer: Authorisations and Reinstatements (x3)

Department: Driver Rehabilitation Standards & Points Demerit System

Reference: DRSPS/RTIA/2026

Level: 7

Salary: R 338,106 per annum

Term: Permanent

Minimum Educational Requirements: *Matric (NQF 4) + National Diploma (NQF 6) in a quality related field or data analysis or traffic or administration field or Equivalent · *A Degree (NQF 7) in a quality related field or data analysis or traffic or equivalent will be an added advantage.

Minimum Knowledge & Experience Requirements: *One (1) year relevant working experience · * Must be in possession of at least a code B valid driving licence free of endorsements.* Knowledge of quality management · * Knowledge of quality management including Total Quality Management (TQM) concepts and tools as well as their application in a service based environment · * Ability to diagnose quality problems through quality gaps · * Knowledge of the quality management perspective of steps to achieving conformance to specification · * Knowledge of ISO 9000 and ISO 9001 quality standards · * Knowledge of the AARTO Act, National Road Traffic Act, Criminal Procedures Act, National Land Transport Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act and other Regulations applicable to traffic and transport management · *Ability to apply one's mind fairly and objectively and uphold justice in the process of authorising AARTO documents and demonstrate the good values of the Agency. * Required to provide valid reasons for all courtesy letters, enforcement orders, all Points Demerit System (PDS) documents authorised and quality assured.

Required Competencies: *Knowledge of quality management concepts and tools. *Computer literacy (MS Word, Excel, PowerPoint, etc.)

Duties: Support the optimisation of the section/unit:

*Contribute to the development of operational plans in the Unit · *Comply to all policies and procedures in the Unit. *Conduct project administration, recorded keeping and produce project related reports *Systematize the achievement of deliverables against project plans · * Demonstrate knowledge of the latest reports within area of expertise · *Take ownership for own work, performance management and development · * Introduce improvement opportunities within area of expertise in line with best practice to optimise performance · *Engage in problem solving and continuous improvement to maximize output of area.

Authorisation of courtesy letters and enforcement orders:

*Authorisation of courtesy letters and enforcement orders in line with section 19 and section 20, respectively, of the AARTO Act · * Quality assurance of the authorised of enforcement orders · *Diagnose quality problems through quality gaps within the authorisation of enforcement orders environment · *Reconcile the operation's and clients' views of quality within the authorisation of courtesy letters and enforcement orders environment. *Application of TQM concepts (continuous improvement, Six Sigma, employee empowerment, benchmarking, just-in-time and Taguchi concepts) and tools in the authorisation of courtesy letters and enforcement orders environment · * Application of ISO 9000 and ISO 9001 to the authorisations of enforcement orders procedures and policy · * Conduct quality inspections within the · Reports retrieved · Timeous submission of reports · *Stakeholder feedback · * # investigated · * Investigation results · * # queries resolved. *Manager feedback · * Number of quality inspections conducted · * Number of authorised enforcement orders inspected · * Number of quality problems diagnosed through quality gaps · * Number of reconciled operation's and clients' views of quality.*Authorisation courtesy letters and enforcement orders environment · * Application of the steps of conformance to specification in the authorisation of courtesy letters and enforcement orders environment · * Focus more on both procedural matters and facts of the infringements or substantive matters · * Handle and resolve follow up queries from members of the public, officers and management · * Support campaigns of the Agency when necessary.

Authorisation of cancellation, suspensions/disqualifications and reinstatements:

*Authorisation of cancellation, suspension and reinstatement of documents in line with chapter 4 of the AARTO Act · * Quality assurance of the authorised cancellations, suspensions and reinstatements · * Diagnose quality problems through quality gaps within the authorisation of cancellations · *Reports retrieved · Timeous submission of reports · * Stakeholder feedback · * # investigated · * Investigation results · * # queries resolved · * Manager feedback · * Number of quality inspections conducted suspensions and reinstatements environment · * Reconcile the operation's and clients' views of quality within the authorisation of cancellations, suspensions and reinstatements environment ·

*Application of TQM concepts (continuous improvement, Six Sigma, employee empowerment, benchmarking, just-in-time and Taguchi concepts) and tools in the authorisation of cancellations, suspensions and reinstatements environment · *Application of ISO 9000 and ISO 9001 to the authorisations of cancellations, suspensions and reinstatements environment procedures and policy.*Conduct quality inspections within the authorisation of cancellations, suspensions and reinstatements environment · *Application of the steps of conformance to specification in the authorisation of cancellations, suspensions and reinstatements environment.* Focus more on procedural matters rather than fact of the infringements or substantive matters.*Handle and resolve follow up queries from members of the public, officers and management.* Support campaigns of the Agency when necessary.

Enquiries: Ms Allison Shingange – (087) 287 7993

Sibusiso Ncube – 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: wkf3g5@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: 3 August 2026