

INTERNAL / EXTERNAL ADVERT

Post: Assistant Manager: Authorisations and Reinstatements
Department: Driver Rehabilitation Standards & Points Demerit System
Reference: DRSPS/RTIA/2026
Level: 10
Salary: R 605 742 per annum
Term: Permanent

Minimum Educational Requirements: * National Diploma (NQF 6) in Road Traffic Management or Operations Management or Quality related field or Administration field or Data Analysis field or Equivalent qualification. A relevant Degree (NQF7) will be an added advantage.

Minimum Knowledge & Experience Requirements: *A total of 3 years' relevant working experience in an Administrative Officer level. *Knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic. *Having practiced as a quality assurance officer or a data analyst in a service-oriented environment or traffic officer or admin officer in a traffic law administration environment will be an added advantage. *Must be in possession of at least code B valid driving license 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 reconcile the operations and the client's view of quality. *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.

Required Competencies: *Computer literacy (MS Word, Excel, PowerPoint, etc.). *Ability to apply one's mind fairly and objectively and uphold justice in the process of authorizing AARTO notices and demonstrate the good values of the Agency.

Duties: Achievement and management of the Unit's operational plans:

*Contribute to the development of RTIA operational plans. *Develop and implement the section's operational plans. *Ensure the implementation and compliance to reporting templates and frameworks. *Ensure monthly reporting. *Develop procedures for the section. *Handle audit queries and ensure the availability of information for audit purposes.

Supervise the authorization of enforcement orders, cancellations, suspensions, reinstatements and processing of demerit points applications:

*Supervise implementation of standard operating procedures for the section.*Supervise authorisation of courtesy letters, enforcement orders, cancellations, suspensions and reinstatements.*Supervise the application of quality management concepts and tools within the authorisation of courtesy letters, enforcement orders, cancellations, suspensions and reinstatements.*Ensure timeous authorisation of courtesy letters, enforcement orders, cancellations, suspensions and reinstatements in line with sections 19 and 20 as well as chapter 4 of the AARTO Act.*Supervise timeous and courteous attendance and finalization of enquiries from the public.*Supervise compliance to the legal framework as prescribed. *Assist in compilation of monthly statistics, and other ad hoc reports as and when a request is made.*Ensure that infringers are notified about the authorisation of enforcement orders, cancellations, suspensions and reinstatements.*Supervise performance of Admin Officers: Authorisations and Reinstatements

People management:

*RTIA's performance management in the section. *Induct and orientate direct reports. *Provide capacity building, through training, coaching and development of direct reports. *Ensure that employees have clear work expectations and goals. *Ensure attendance of staff. *Supervise discipline of employees in the section.

Ensure the optimization of the Unit:* Keep up to date with new developments and changes in own field and within RTIA.*Apply best practice trends with colleagues.*Proactively introduce improvement opportunities in line with best practice to optimise business success.*Partner with management to optimise productivity and teamwork effectiveness.*Maintain ownership for own work, performance supervision and development.*Maintain open and honest communication.*Engage in problem solving and continuous improvement processes to optimise output of the area.*Represent RTIA professionally when necessary, with external and internal stakeholders.

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: vidugu@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