Road Traffic Infringement Authority

Justice in Adjudication

INTERNAL / EXTERNAL ADVERT

Post:	**Manager: Budget Planning**
Department:	**Disbursements & Budgets**
Reference:	**MNGBP/RTIA/2026**
Level:	**12**
Salary:	**R 1,101,468 per annum (CTC)**
Term:	**Permanent**

Minimum Educational Requirements: *Matric (NQF 4) + 3 Year National Diploma (NQF 6) in Finance. *B. Com in Accounting (NQF 7) or an equivalent financial qualification or a postgraduate (NQF 8) qualification in Finance, Business Admin qualification, or a related field will be an added advantage.

Minimum Knowledge & Experience Requirements: *A total of 5 years working experience.*Experience within in budgeting / financial management administration environment.*Extensive knowledge of GRAP, PFMA and National Treasury Regulations and Guidelines.*Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be advantageous.*Extensive knowledge of transport environment and legislation specifically, in finance.

Required Competencies: *Interpersonal and communication skills. *Writing and presentation skills. *Analytical skills. *Organisational skills. *Administration skills. *Good record keeping. *Fraud awareness. * Report writing skills. *Communication. *Investigations. *Databases and/or spreadsheets. *Problem solving and analysis. * Negotiating and influencing skills. *Planning and analysis skills.

Duties: Achievement of work plans

*Develop policies, processes and standard operating procedures relating to own area of specialization. *Provide specialist input in the development of Operational Plans and Organisational Strategy. *Execute work plans and drive the evidence collection in real time. *Produce reports against the implementation of work plans. *Respond to audit findings with complete evidence, on time. *Implement documented data management practices. *Comply to policies and procedures in the unit.

Board of Directors: Mr BM Ramokhele (Chairperson), Mr M Moloi (Registrar), Adv. NN January, Mr SJ Keswa, Prof. D Khosa, Dr MJ Mashinini, *Mr L Sakata, Adv. MLT Bilikwana (Company Secretary)

*NPA Representative

Budget Planning and Coordination

*Coordinate the preparation of the annual budget and MTEF submissions.*Develop the annual budget timetable and budget guidelines.*Facilitate budget consultations with business units. *Consolidate departmental budget submissions. *Ensure alignment between the Strategic Plan, Annual Performance Plan.

Facilitate the budget planning process

*Support and advise management in the implementation of budget planning, monitoring and reporting mechanisms.*Comply to the budget timetable and maintain budgeting system.*Apply accounting principles to analyse past and present financial operations.*Analyse records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.*Provide estimates of future revenues and expenditures to prepare budget.

Prepare budget development, tentative and adopted budgets and budget revisions. *Balance the annual budget to guarantee the total amount appropriated.

Financial Planning and Forecasting

*Prepare expenditure forecasts. * Develop financial models and scenario analyses. *Assess the financial sustainability of programmes and projects. *Support long-term financial planning. *Provide funding analyses for new initiatives.

Financial Reporting

*Compilation of statutory reports and completion of National Treasury templates. *Compilation of monthly quarterly and annual reports. *Implementation of RTIA's Financial Accounting System.

Audit and Risk Management

*Prepare audit information relating to budgeting. *Audit requests responded to within agreed timelines. *Respond to Internal Audit and AGSA queries. *Implement audit recommendations. *Identify budget-related risks and recommendation mitigation measures.

Optimisation of the Section

*Keep up to date with new developments and changes in own field and within RTIA.*Share new information and best practice trends with colleagues.*Proactively introduce improvement opportunities in line with best practice to optimise organisational success.*Partner with management to optimise productivity and team work effectiveness.*Maintain ownership for own work, performance management and development.*Maintain open and honest communication.*Engage in problem solving and continuous improvement processes to optimise output of the area.

Stakeholder Management

*Liaise with: *National Treasury. *Department of Transport. *Executive Management. * Business Units. *Internal Audit. *External Auditors. *Provide budget support to managers across the Agency.

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: ytfh4w@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