

INTERNAL / EXTERNAL ADVERT

Post: Senior Operations Officer

Department: Operations

Reference: SMNGR/RTIA/2026

Level: 10

Salary: R 605 742 per annum

Term: Permanent

Minimum Educational Requirements: *Grade 12 (NQF 4) *National Diploma (NQF 6)* Degree (NQF 7) in Road Traffic/Road Transport will be an added advantage.

Minimum Knowledge & Experience Requirements: *Minimum of 3-5 years' experience in the road traffic, road safety, or transport sector.* Proven experience and knowledge of continuous engagement with Issuing Authorities at provincial level will be advantageous.* Proficient in relevant computer applications and systems.*Excellent verbal and written communication skills.* Strong presentation and facilitation skills.* Demonstrated experience in stakeholder engagement and relationship management.* Project management experience, with the ability to coordinate multiple initiatives effectively.

Required competencies: * Sound knowledge of the AARTO Act and strong administrative skills. * Extensive knowledge of transport and traffic legislation and related regulatory frameworks. * Proficiency in Microsoft Office Suite applications. * Valid driver's licence. * Excellent interpersonal, verbal, and written communication skills. * Strong report writing, presentation, and facilitation skills. * Well-developed analytical, problem-solving, and organisational skills.

Duties: Implement and Facilitate Stakeholder Engagements on AARTO (Issuing Authorities and others)

*Implement stakeholder engagement plans *Implement stakeholder engagements with IAs and other stakeholders. * Implement and prepare stakeholder engagement reports. *Implement and present to all issuing authorities. *Attend stakeholder meetings (AARTO National Steering Committee) and provide reports.

*Engage with provincial and local authorities' stakeholders at an individual level. * Implementing policies in line with the AARTO national roll-out. *Attend meetings with issuing authorities on AARTO-related matters and consolidate reports. *Compile reports from issuing authorities. *Implement engagements with DLTCs and RAs on AARTO Matters.

Assist in Facilitating the AARTO National Steering Committee

*Assist in compiling communiques regarding the AARTO National Steering Committee (ANSC). *Assist the secretariat office of the AARTO National Steering Committee. *Continuous engagement with ANSC. *Assist in compiling reports for the ANSC. *Implement and provide updated information to the ANSC members. Implement and provide support to the technical committees.

Implement and Facilitate AARTO/National/Road Safety Summit and Conferences

*Assist in preparing summit/conference preparation meetings. *Assist in the preparation of letters to all stakeholders. *Compile stakeholders invites and RSVP through e-mail/telephone.*Attend to all enquiries relating to certain categories of stakeholders. *Assist in the general administration of the summit.

Assist in coordinating and facilitating equipment

*Assist in implementing and managing equipment within the unit. *Assist in maintaining and keeping track of the logbooks of vehicles. *Ensure proper use of pool vehicles within the unit. *Assist in coordinating assets within the unit. *Assist in compiling reports on equipment.

Assist in coordinating, facilitating Road Safety Flagship Projects, and general administration

*Assist in coordinating flagship meetings with all stakeholders. *Assist in coordinating and facilitating road safety projects. *Interacting with other entities/stakeholders on meetings. *Assist in general office administration.

Enquiries: 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: xnmmjl@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: 10 August 2026