

INTERNAL / EXTERNAL ADVERT

Post: Specialist: Performance Management

Department: Organisational Development

Reference: SPM/RTIA/2026

Level: 10

Salary: R 605 742 per annum

Term: Permanent

Minimum Educational Requirements: National Diploma (NQF 6) in Human Resources / Social Sciences or equivalent. **B degree (NQF 7) or Postgraduate (NQF 8) qualification in the relevant field will be an added advantage; and
Further training in Performance Management will be an added advantage.

Minimum Knowledge & Experience Requirements: *A total of 5 years extensive working experience, in performance management and performance monitoring. *Knowledge of HRD related trends, services and products. *Knowledge of HR and HRD legislation. *Extensive knowledge of human resources practices. General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting road traffic.

Required Competencies: *Interpersonal and communication skills. *Writing and presentation skills. *Analytical skills. *Organisational skills. *Administration skills. *Fraud awareness. *Report writing skills. *Planning Skills.

Duties: Development and enhancement of PMDS tools and capacity building

*Design and/or review performance management related policies, templates (including dialogues templates) and frameworks. *Design performance management related training manuals for RTIA. *Generate the performance management timetable and provide internal consulting on performance management for staff. *Conduct workshops and awareness sessions for line managers and employees on the PMDS framework.

Performance Management scorecard contracting and quality assurance

*Coordinate the annual performance contracting process across all divisions. *Quality assure performance agreements for alignment with the RTIA APP/OP and/or Job Descriptions, and SMART criteria.

Performance Assessment and Moderation

*Coordinate and administer the mid-year and annual performance assessment cycles. *Provide secretariat support to the Moderation Committees (preparing packs, recording decisions). *Coordinate feedback to the employees in relation to the outcomes of moderated score of performance assessments.

Reporting and Compliance

*Maintain a secure, accurate database of all performance management agreements and assessments for employees. *Prepare compliance reports for all relevant stakeholders including management and auditors

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: r9zcva@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