



**Post:** Administration Support Officer  
**Unit:** Adjudications  
**Reference:** ASO/RTIA/2018  
**Salary:** R 183 558.00 pa (Basic Salary)  
**Term:** 12 Months Fixed Term Contract

**Requirements:** \*National Diploma or B Degree in Legal Studies/LLB or relevant qualification  
\* Minimum of two (02) years relevant experience in the traffic related administrative support or adjudications environment \* Working knowledge of the AARTO Act and all other related legislation \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Good communication and interpersonal skills \* Customer service  
\* Ability to plan and prioritise own work \* Attention to detail \* Team player \* Quality orientated  
\* Time management skills \*

**Duties:** \* Administration of all AARTO 08 representations; \* Filing of adjudicated documents and scanning; \* Checking the status of representations as per requests; \* Checking all statuses of representations adjudicated by Representation Officer(RO's) only during the investigation sessions; \* Assist with the investigations of cases pertaining all representations in liaison with the Issuing Authorities/SAPS/Home Affairs etc.(contact all relevant parties daily); \* Assist with ad-hoc duties within the adjudications unit as assigned by the supervisor \* Attend all meetings & assist with minutes taking \* Render all administrative duties related to this function.

**Enquiries: Mr K Magongwa**

**Tel: 087 285 0500**

**Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.**

**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: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to [Recruitment@rtia.co.za](mailto:Recruitment@rtia.co.za)

**Please note that applications 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. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites

**Closing Date: 12 March 2018 @ 16:30 pm**