



**Post:** Administration Support Officer  
**Unit:** Operations  
**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 Operations Management/ Road Traffic Management/ Road Traffic Management and Municipal Police/ /Public Administration or relevant qualification \* Minimum of two (02) years relevant experience in operations management administration support \* 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:** \* **General Administrative duties;** \* Manage general administration for both staff members and management of the Unit \* Maintain an effective filing system \* Taking and typing of minutes, preparing reports and other documents \* Dealing with incoming, outgoing and general emails \* Ordering of equipment, materials and office supplies \* Consolidation of weekly, monthly and quarterly reports of the unit \* Recording of all outgoing submissions and reports \* Perform other duties as may be allocated from time to time \* Render professional, effective and efficient services at all times and follow proper communications channels as required \* Follow-up on outstanding matters \* Participate in the Sub-Unit's activities when required \* **Preparations for the AARTO activities;** \* Collation of monthly reports \* Keeping track of operations monthly schedules \* Assisting in compiling all administrative functions \* Assist with daily management of transactional partners relations \* Assist in compiling presentations to stakeholders (both internal and external) \* Coordinating the task allocation register within the Unit \* Assist in coordinating and facilitating all administrative functions of Issuing Authorities (IAs) \* Assist in preparing for meetings and capturing of minutes of the AARTO National Task Team meeting and AARTO Operational meeting \* Organise documentation and assist with preparations for meetings, e.g. refreshments, venues etc. \* Attend events of the unit and entities \* **Make travel and accommodation arrangements;** \*

Planning and co-ordinate travel and bookings \* Liaise with Supply Chain Management to make bookings.

**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**