

INTERNAL / EXTERNAL ADVERT

Post: Administrative Officer: Infringements & Demerits (x3)
Department: Driver Rehabilitation Standards & Points Demerit System
Reference: DRSPS/RTIA/2026
Level: 7
Salary: R 338,106 per annum
Term: Permanent

Minimum Educational Requirements: * Senior Certificate (NQF 4) or equivalent qualification.

Minimum Experience & Knowledge Requirements:*At least one (1) year of credible administrative experience in a support services environment.*Knowledge of the AARTO Act and the National Road Traffic Act.*Proven administrative, written, verbal communication, and typing skills.*Willingness to work extended hours and weekends when required.*Strong interpersonal and communication skills.*Solid administrative and organisational abilities.

Required Competencies: * Computer literacy, with proficiency in the MS Office Suite. *It is a further requirement for the incumbents of this post to be willing to work long hours and during weekends if needs be. *Interpersonal and communication skills. *Administrative skills. *Organizational skills.

Duties: Support the optimization of the section/unit:

*Contribute to the development of operational plans in the Unit. *Comply to all policies and procedures in the Unit. *Conduct project administration recorded keeping and produce project related reports. * Systematize the achievement of deliverables against project plans.

*Demonstrate knowledge of the latest development within area of expertise. *Take ownership for own work, performance management and development. *Introduce improvement opportunities within area of expertise in line with best practice to optimise performance. *Engage in problem solving and continuous improvement to maximize output of area.

Administrative duties and support to the Unit:

*Co-ordinate correspondence between the office and other Sections, Units and Branches.*Manage correspondence, give advice, refer to relevant component and act when necessary.*Establish and maintain an appointment diary and arrange meetings and act as a secretariat.*Assist in compilation of reports.*Receive and screen all incoming calls and handle queries where possible.*Organize documentation and assistance with preparations for meetings, e.g. refreshments, venues etc.*Attend to typing, emails, faxes and keeping record of incoming work, work in progress and complete work.*Preparing presentations for the Senior Manager.*Planning and co-ordinate travel and bookings.*Filing of documents for the Unit.*Handle and resolve follow up queries from the public or RTIA management.*On request, interact and handle queries from walk-in infringers.*Support campaigns of the Agency when necessary.

Enquiries: Ms Allison Shingange – (087) 287 7993

Sibusiso Ncube – 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: 25xhg3@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: 3 August 2026