



ADVERT

Post:	Executive Manager: Corporate Services
Department:	Corporate Services
Reference:	EM-CS/RTIA/2025
Annual Salary:	Negotiable
Term:	5-year Fixed-term Employment Contract

Minimum Educational Requirements: A bachelor's degree in human resources/social sciences or equivalent qualification. * A master's degree will be an added advantage* A total number of ten (10) years appropriate working experience, of which seven (7) must be at Senior Management. *Experience in managing multi-disciplinary functions: Human Capital Management, Facilities Management, ICT and Strategy Management.

Minimum Knowledge and Experience Requirements: A candidate must be able to evidence: Extensive experience and knowledge of all elements of corporate services, all legislation regulating corporate services and any other legislation and regulations impacting on functions. *Political, social and economic challenges in transport sector. *Transport Legislation and Policy. *Inter-governmental relations. *Financial Management. *Performance management.*Project management.*Strategy planning and development ICT processes .*Facilities management.* Communication management.*Risk management and governance issues public sector and Human Resources legislation and practices. *Knowledge of HR related trends and HR legislation *Knowledge of regulatory Act such as Public Finance Management Act, Preferential Procurement Policy Framework Act*. Extensive knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic management.

Required Competencies: *The candidate must be able to demonstrate the following behavioural competencies: Strategic leadership. *Strategic planning. *Corporate Governance. *Financial management. *People management. *Stakeholder management.

Duties:

Ensure the effective provision of human resources management services : Ensure development, review and implementation of HR strategies, systems, policies and procedures.*Ensure development and implementation of a HR plan in support of the RTIA business strategy.*Ensure implementation of effective and complaint recruitment and selection processes.*Ensure development and implementation of induction programmes for all new employees.*Ensure implementation of effective human resources development strategy and plan.*Ensure skills audits are conducted regularly to inform all skills development interventions.*Ensure development and implementation of a performance management system for RTIA.*Ensure development and implementation of an integrated talent management strategy *Ensure effective and efficient management of employee benefits and conditions of service.*Ensure effective management of all labour relations matters at RTIA.*Ensure proper handling of all HR queries from both staff and management.*Ensure provision of relevant and integrated employee wellness programmes for RTIA employees. ***IT Infrastructure management and Aligned enterprise IT architecture:** * Research and development of IT hardware in line with the Agency's needs and strategy. *Develop and ensure the implementation of ICT infrastructure plans and programmes in liaison with DoT and service providers. *Develop and implement strategies to guarantee infrastructure capacity for the Agency. *Develop and manage the implementation of IT infrastructure policy and procedures within the framework of current government standards. *Oversee the management of installation upgrading, maintenance, replacement, and modernization of the existing hardware infrastructure. *Ensure the availability of IT services control and effective provision of IT infrastructure*technical and service support to all users of RTIA. *Oversee and monitor the implementation of IT infrastructure plans and programmes and ensure these are aligned to RTIA's strategic imperatives. *Ensure the implementation of data management system*Ensure the implementation of effective management of communication networks. *Review and provide input on statistic reports from network testing. *Develop and ensure the monitoring of all IT related Service Level Agreements.*Oversee the implementation of an IT architectural strategy, policies and procedures.*Ensure the development of an IT portfolio for the Agency to reduce complexity of business process and to enable capacity for rapid change.*Develop and ensure implementation of architecture maintenance plans estimates and life cycle for proposed solutions* Ensure regular updating and maintenance of architecture models and documentation to keep the information current and accurate.***Manage facilities on behalf of RTIA:** * Facilitate the implementation of Facilities Regulations as per the stipulations of section 43 of the OHS Act, 1993.*Ensure proper management of Electrical Installations Regulations as per section 35 of the OHS Act, 1993.*Develop office systems and oversee the procurement thereof.*Oversee the effective maintenance of RTIA building at all times. ***Manage Security services for the Agency:** * Manage the implementation of security plans for RTIA.*Oversee the development and implementation of security policies and procedures for RTIA in line with applicable legislation and regulations.*Implement the National and Local guidelines with regard to emergency and security.* **Manage RTIA strategy development and implementation and Alignment of business plans to RTIA strategic objectives :** * Benchmark and conduct research efforts and client insights in support of strategic planning

projects.*Provide and manage the strategic planning service and internal administrative support for strategy development and communication. *Develop and manage the implementation of strategy management policies and procedures for RTIA. *Manage the implementation of business plans for the Agency. *Manage and oversee the development of corporate RTIA business plans. *Oversee that alignment of RTIA Division's priorities, interventions, and projects to the overall strategic objectives. ***Provide strategic leadership to the Division:** * Develop RTIA strategy and ensure implementation thereof. *Develop business plans for the Division. *Develop risk management strategies and risk register for the Division. *Conduct research and consult with the relevant industry bodies within the Transport sector. *Prepare budget and budget review for the division and ensure compliance thereto. * **Ensure the availability of resources that facilitates service delivery in the Division:** * Manage the utilization of all systems in the Division. *Develop human resource staffing plans. *Manage the utilization of ICT in the Division. * Ensure implementation of RTIA's performance management system. *Provide capacity building, through coaching and development of direct reports. *Ensure positive staff morale. * **Ensure optimization of the Division:** *Keep up to date with new developments and changes in own field and within RTIA. *Share new information and best practice trends with colleagues.*Proactively introduce improvement opportunities in line with best practice to optimize business success.*Partner with management to optimize productivity and team work effectiveness.*Maintain ownership for own work, performance management and development.*Maintain open and honest communication.*Engage in problem solving and continuous improvement processes to optimize output of the area.*Demonstrate visible ownership of business wide initiatives impacting on area of accountability.*Represent RTIA professionally when necessary with external and internal stakeholders.

Enquiries: Ms Lesedi Mampa – (087) 285 0500

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, competency assessment, 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:

Response1@multilead.co.za

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered. The appointment will be subject to a security clearance with the relevant agency and a verification of all qualifications and documents supporting the application.

The RTIA is an Equal Opportunity Employer and is committed to balance the employment equity profile therefore Women and Persons living with disabilities are strongly encouraged to apply. RTIA reserves the right not to make an appointment.

Closing Date: 03 November 2025 @ 16:00 pm