



ADVERT

Post: Cyber Security (X1)
Department: Information Technology
Reference: CS/RTIA/2022
Salary: R744 255 (All-inclusive package)
Term: Fixed Term Contract (12 months)

Requirements: *A Degree or National Diploma (NQF 6) in Computer Science or Information Technology (IT). *Microsoft Certified Systems Engineer, CISA, CISSP, CISM Certification and other relevant cyber security certifications will be an added advantage. * Five (5) years relevant experience in Cyber Security. *Hands-on experience in configuration and administration of firewalls, networks and servers and support in a Microsoft Windows environment (Active Directory, Exchange), *Linux and IT security vulnerability management.

Required Competencies: *Technical knowledge and experience of the following is strongly recommended: *firewalls, antivirus, networks, web, email and internet infrastructure. *Experience in Microsoft and Linux environment. *Development and implementation of security policies and frameworks. *Good interpersonal skills. *Ability to work well within a team and independently. * Good problem solving skills.

Duties: *Discover vulnerabilities and risks in networks, software and information systems with ongoing vulnerability scans, monitoring of network, and ensuring hardware and software applications are updated. *Administer, configure and monitor firewalls and *Provide support to technical team. *Tackle both new and old cybersecurity challenges across a variety of technologies. *Develop security policies and conduct awareness to members of staff. *Conduct research on latest ICT trends and advise on implementation. *Generate and present reports.

Enquiries: Mr. Calvin Barties – (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 RTIArecruitment@ebustech-consulting.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. All successful candidates will be subject to background checks.

Closing Date: 31 August 2022 @ 16:00 pm



ADVERT

Post: Officer :IT End –User Support (X2)
Department: Information Technology
Reference: OEU/RTIA/2022
Salary: R382 245 (Basic salary, excluding benefits)
Term: Fixed Term Contract (12 months)

Requirements: *A Degree or National Diploma (NQF 6) in Computer Science or Information Technology (IT). *Two (2) years relevant IT experience, *Hands-on experience in user, network and server support in a Microsoft Windows environment *Active Directory, Exchange and IT security vulnerability management.

Required Competencies: *Technical knowledge and experience of the following is strongly recommended: *printers, VOIP, routers, hubs, switches, network as well as knowledge and experience in supporting users on Microsoft environment. *Good interpersonal skills. Ability to work well within a team and independently. *Good problem solving skills.

Duties: *Provide end user support to RTIA computer users. *Manage and maintain IT Helpdesk (Service Desk) in a timely and efficient manner. *Timely respond to callers and where necessary escalate issues to relevant team members. *Administer a dedicated service desk line to receive all service calls within RTIA and *provide a first line telephonic support to RTIA users. *Accurately record all details on the IT service desk system. *Assist with providing effective and timely desktop hardware, software and printer support. *Maintain and support local area network and wide area network infrastructure in all offices of RTIA according to IT procedures and policies. *Management of IT equipment and assets inventory. *Perform new software and hardware installation and configuration including telephone system (VOIP), APN and Mobile devices. *Provide user support on existing hardware and software according to specified departmental norms and standards. *Troubleshoot and resolve system and network problems. *Adherence to Service Level Agreement requirements and ICT

policies. *Conduct research on latest ICT trends and advise on implementation. *Train users on the utilisation of computers and computer systems and applications.

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Post: System Developer (X1)
Department: Information Technology
Reference: SD/RTIA/2022
Salary: R744 255 (All-inclusive package)
Term: Fixed Term Contract (12 months)

Requirements:*A National Diploma or B Degree in Computer Science/Information Technology(IT) or equivalent qualification * Minimum of five (05) years relevant experience in System Development including Web Applications * Solid practical working experience on: ASP.Net, VB.Net or C# * Experience in working with more than one programming language * Experience in working with MS SQL Server, MySQL, PHP, XML, HTML, Java Script * Knowledge of DHTML, XHTML, CSS, RSS* *Understanding of Active Directory, user groups and permissions * Proficiency in English * Driver's licence will be an added advantage.

Required Competencies: * System Development Life Cycle * Developing * .NET applications * Ability to use ASP.net and VB.Net or C#; Microsoft SQL Server as well as MySQL * Web applications design, development, implementation & maintenance using PHP, MySQL, HTML, Java Script, CSS. Experience in Microsoft and Linux environment. * Organizational knowledge and analysis, Integration techniques, and basic understanding of Active Directory * Good interpersonal skills * Ability to work well within a team and independently * Good problem solving skills.

Duties: *Research, gather user and systems requirements, design, develop, implement and maintain in-house systems * Design, code and maintain application software. *Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to * Ensure that change

control procedures are adhered. *Liaise with the business and external service providers in system development related projects (externally developed applications).

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Post: Senior Manager : Corporate and Legal (X1)
Department: Corporate and Legal
Reference: MCL/RTIA/2022
Salary: R1 073 187 (All-inclusive package)
Term: Fixed Term Contract (12 months)

Requirements: * LLB Degree or equivalent qualification * LLM qualification will be an added advantage * Administrative law will be an added advantage * Minimum of five (05) years litigation experience, three (03) of which must be at management level * Knowledge of contract management * Knowledge of administrative processes and procedures regarding functioning of administrative bodies and organs of state * Knowledge of Public Law * Knowledge of Litigation * Advanced knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic * Proficiency in English * Driver's license will be an added advantage.

Required Competencies: * Working knowledge of King IV and PFMA * Ability to write minutes and institutionalization of action plans * Working knowledge of managing a compliance universe * Excellent command of written and oral English * Business writing skills * Experience of corporate advice on governance * Strategic leadership * Advanced knowledge of legislation and regulations impacting on road traffic * Inter-governmental relations * Problem solving and analysis * Advanced Influencing Skills * Conflict management * Corporate Governance * Financial management.

Duties: * **Achievement of work plans;** * Develop policies, processes and standard operating procedures relating to own area of specialization * Provide specialist input in the development of Operational Plans and Organisational Strategy * Execute work plans and drive the evidence collection in real time * Produce reports against the

implementation of work plans * Respond to audit findings with complete evidence, on time * Implement documented data management practices * Comply to policies and procedures in the unit * **Manage the provision on legal service to RTIA;** * Represent RTIA in litigation as mandated and subject to appropriate external groups assistance * Manage the sourcing of applicable external groups to be used for legal assistance for RTIA * Develop and implement Intellectual Property policy and monitor compliance * In consultation with the relevant Divisions, oversee grievance and disciplinary procedures for the Agency * Provide overall legal advice and opinion services to the Agency * Establish and manage the maintenance of a law library in the Agency * Conduct regular reviews and track changes to prevailing legislation having an impact on road traffic management matter * Assist and ensure the provision of quality legal opinion to the Agency* **Contracts Management;** * Develop and implement policies and procedures for drafting of contracts and legal documents * Develop and implement templates and frameworks for preparing contracts * Develop and manage the maintenance of a contracts register/system to ensure proper management of contractual rights and obligations * Develop and oversee the maintenance of a system for storing of all signed original legal agreements and contracts * Oversee the development of standard contracts and policies and procedures to ensure due diligence in respect of contracts * Monitor compliance with contract conditions and advice on appropriate actions where there are potential problems * Monitor the standardization of contracting instruments * **Manage RTIA's compliance with legislative and regulatory frameworks;** * Demonstrate an overall understanding of the regulatory framework in the Transport sector * Benchmark all national and international legislative and regulatory developments to identify trends and scenarios * Review existing and proposed legislation based on experiences, and advise the Executive Managers to either amend or apply alternative action, consider or seek further opinion when required * Prepare submissions on behalf of the Agency on any changes to relevant legislation * Facilitate amendments to the relevant applicable legislation and ensure implementation thereof * **Optimization of the Section;** * 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 Organisational 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.

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ADVERT

Post: Officer : Board Committees (X1)
Department: Corporate and Legal
Reference: OBC/RTIA/2022
Salary: Negotiable
Term: Fixed Term Contract (12 months)

Requirements: * National Diploma or equivalent qualification * Minimum of two (02) years' experience in Board and committee secretariat * Extensive knowledge of board and committee support * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Interpersonal skills * Writing and presentation skills * Analytical skills * Administration skills * Report writing skills * Communication skills * Investigation skills * Databases and/or spread * Hard working * Integrity & commitment * Quality orientation * Service delivery orientation * Proactive &

Innovative * Good judgment * Team worker * Flexible/change oriented * Assertiveness & decisiveness * Responsiveness * Professionalism * Attention to detail * Respect & emotional intelligence * Good interpersonal relations * Problem solving and analysis * Negotiating and influencing skills * Planning and analysis *

Duties: * **Support the optimization of the section/unit:** * Contribute to the development of operational plans in the Section * Comply to all policies and procedures in the Section * Conduct project administration, record-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 optimize performance * Engage in problem solving and continuous improvement to maximize output of area * **Facilitate Board meetings on behalf of RTIA and ensure compliance thereof:** * Maintain, review and implement systems and processes for all Board's activities * Maintain accountability for all Board's related registers, i.e. of Members Interest, Attendance, resolutions and ensure timeous and accurate maintenance * Assist in the Induction of Board and Committee Members on issues of compliance so that they are clear on what is expected of them * Maintain responsibility for developing, revising and maintaining governance tools, i.e. the Boards' Charter, code of conduct, induction manual, policy and procedure documents, etc. * Maintain and facilitate corporate governance workshops to assist with education and awareness as the need arises * Communicate all the relevant legal responsibilities, procedures needed to be followed and the relevant adherence requirements. * Participate in risk management programmes * Develop and communicate a schedule of meetings aligned to compliance imperatives * Arrange all Board and Committee meetings in terms of; (a) All stakeholders are advised of meeting arrangements timeously; and (b) Follow up and quality assure the contents of agendas, minutes of meetings, meeting packs, etc. to ensure accuracy and adherence to standards * Provide timeous and correct inputs to regulations in terms of compliance with commercial, public and private laws and other applicable legislation and contribute to meeting discussions when required * Maintain and regularly attendance registers for each meeting * Maintain and record Board's resolutions in the Resolutions register

timeously and accurately * Institutionalize resolutions of Committees * Communicate all Board's and Committee resolutions to the relevant people and report on implementation thereof * Record and distribute minutes of meetings to recipients.

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