

INTERNAL / EXTERNAL ADVERT

Post: Representations Officer (23)
Department: Adjudications Unit
Reference: RO/RTIA/2026
Level: 9
Salary: R 487 197 per annum
Term: Permanent

Minimum Educational Requirements: * Matric (NQF 4) + National Diploma (NQF 6) in Road Traffic or Police or Police Management or Legal or equivalent qualification. A relevant Degree (NQF 7) will be an added advantage.

Minimum Knowledge & Experience Requirements: * A minimum of 3 years' relevant working experience.
*Having practiced as a traffic officer, magistrate, prosecutor or police officer will be an added advantage.
*Must be in possession of at least a code B valid driving licence free of endorsements.*Extensive knowledge of the AARTO Act, National Road Traffic Act, Criminal Procedures Act, National Land Transport Act, Cross-Border Road Transport Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act and other pieces of legislation applicable to traffic and transport management. *Ability to apply one's mind fairly and objectively and uphold justice in the adjudication of cases and demonstrate the good values of the Agency. *Required to provide valid reasons for all cases adjudicated.

Required Competencies: *Computer literacy (MS Word, Excel, PowerPoint, etc.). *Research skills, data collection and analysis* An understanding of the transport sector. * Fraud awareness. * Report writing skills. * Communication skills. *Investigations*Ability to work on Databases and/or spreadsheets.

Duties: Support the optimisation of the section/unit:

*Contribute to the development of operational plans in the Unit.*Comply to all policies and procedures in the Unit.*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.

Processing representations:

*Receive representations pending list from the supervisor, or any online distribution list for adjudication purposes. *Timeous investigation. *Investigation results. *Feedback from issuing Authorities. *Conduct investigation to verify facts when necessary * Allow or reject the representations if there are reasonable grounds or no such reasonable grounds, respectively. * Generate and issue the certificate of outcome. *Liaise and communicate with the Issuing Authorities when required. *Promptly handle queries from external stakeholders. *Update the national contraventions register * Compile and submit reports. *Take responsibility for all own adjudications undertaken and testify/ provide affidavits in any litigation matters pertaining to own decisions taken pertaining to the Representation (s) adjudicated.

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: lnhzi@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