



EXTERNAL ADVERT

Post: AARTO Outlet Operator (X54)
Department: Enterprise Development
Reference: AOO/RTIA/2022
Salary: R 208 584 (Excluding benefits)
Term: 1 Year Fixed Term Contract

Requirements: * Matric certificate * Minimum of one (01) year relevant experience in AARTO administration support is essential * Computer Literacy * Working knowledge and practical experience on the National Traffic Information System (eNaTIS) will be an added advantage * National Diploma or B Degree in Road Traffic & Municipal Police Management: Municipal and Traffic Policing or equivalent qualification will be an added advantage.

Required competencies: * Good communication and interpersonal skills * Customer service * Ability to plan and priorities own work * Attention to detail * Team player * Quality orientated * Time management skills * Ability to perform routine functions* Ability to function in a target driven environment.

- **Duties:** * Receive all AARTO elective options on a daily basis, in the prescribed manner (by recording all received applications in the relevant registers) * Capture all AARTO elective options on the NCR on a daily basis (by performing transactions CG 11, 915A, 9121, 9131, 915F – where applicable) * Ensure that all elective options forms are scanned and uploaded onto the NCR on a daily basis (by performing transaction 915D) * Assist alleged infringer: Knowyour status, including R114 statement of accounts and other general queries * Forwarding AARTO related matters to the call center for processing in an instance where cases are not being able to be attended to * Escalating AARTO related queries by referring alleged infringersto www.aarto.gov.za * Forward matters for capturing to Head Office in case of overload * Shredding of AARTO elective options successfully processed on the NCR * Information sharing, advice and referral * Keep daily register of visitors assisted * AARTO public education and awareness* Keep daily register of visitors assisted* Compile weekly, monthly and quarterly reports * **Perform administrative tasks* Managing a large number of incoming calls and emails* Payment facilitation**

Enquiries: Mr. Calvin Barties – (087) 285 0500

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months, please consider your application as unsuccessful. Recommended candidate (s) will be subjected to background checks, security and qualification verification process.

To apply please submit a letter of application, recent curriculum vitae as well as recently certified copies of matric certificate, qualifications and identity document. Applications must be e-mailed to the 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.

Closing Date: 31 October 2022 @ 16:30 pm



EXTERNAL ADVERT

Post: AARTO Public Awareness Ambassadors(x19)

Department: Communication

Reference: APAA/RTIA/2022

Salary: R208 584 (Excluding benefits)

Term: 1 Year Fixed Term Contract

Requirements: * Matric certificate * Minimum of one (1) year working experience in public /marketing/ community education and awareness programmes * Quality report writing* Basic Knowledge of MS Word and Excel*Proficiency in English * Driver's licence, Certificate, Diploma and B degree in Communications and Marketing will be an added advantage.

Required competencies: * Coordination ability * Energetic and willingness to learn * Highly motivated and creative individual with a passion for road safety * Community engagement and participation, both face-to-face and online* Willingness to travel extensively

Duties: * Working with the RTIA Communications public education team to roll-out the AARTO community outreach programmes* Engaging and educating communities on AARTO * Identify road user community stakeholders * Writing letters to stakeholders to set up meetings for AARTO education * Development of AARTO public education and community education programmes * Making AARTO presentations to stakeholders * Drawing up checklists and executing such for community events in order to create AARTO awareness * Setting up exhibitions targeting public areas in order to disseminate information on AARTO * Supporting government efforts to promote road safety * Drafting and submitting evidence based reports to the Agency.

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Closing Date: **30 October 2022 @ 16:30 pm**