



## **ADVERT**

**Post:** Human Resources Practitioner (X1)  
**Department:** HR Operations  
**Reference:** HRP/RTIA/2022  
**Salary:** R 477 090,00 (Basic salary, excluding benefits)  
**Term:** Fixed Term Contract (12 months )

**Requirements:** \*National Diploma and or B Degree in Human Resources, Industrial and Organisational Psychology, Social Sciences, Public Administration \* Post-graduate qualification in the above will be an added advantage . \* Minimum of five (5) years' relevant working experience within the HR field \* Extensive experience and knowledge in recruitment and selection practices and processes \* Knowledge of HRM and Development related trends, services and products \* Knowledge of employee induction programmes \* Extensive knowledge of legislation and regulations relating to Human Resources Management \* General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic \* Computer literacy \* A valid driver's License.

**Required competencies:** \* Communications skills \* Writing and presentation skills \* Interpersonal skills \* Organisational skills \* Hard working \* Attention to detail \* Focus \* Integrity & Commitment \* Analytical skills \* Quality orientation \* Service delivery orientation \* Extensive Administrative skills \* Good judgment \* Team worker \* Report writing skills \* Flexible/change oriented \* Assertiveness & decisiveness \* Responsiveness \* Databases and/or spreadsheets.

**Duties:** \* **Coordinate the Recruitment & Selection function:** \* Streamline the recruitment and selection processes of the Agency \* Drafting of job descriptions and advertisement of positions \* Capturing of executive summaries and coordination of shortlisting and conducting interviews \* Applying policy provisions in respect of employment background checks (traffic infringements, qualifications, credit, criminal, reference checks and competency assessments where applicable) \* Drafting of appointment letters and submissions as part of the recruitment processes \* Provide information to business units on the organisational structure \* Development and reviewing of applicable HR policies and procedures \* Ensure minimisation of audit queries and ensure data integrity in relation to processes by means of applying approved policy \* **Facilitate the Conditions of Service policy:** \* Implement the approved policy on conditions of services \* Provide advice on employee benefits and statutory requirements \* Ensure effective management of leave, housing, medical aid and pension benefits \* Provide induction on employee benefits on newly appointed employees \* Ensure data integrity on

employee files \* Facilitate the reporting of Injuries on duty as per COIDA stipulations \* Facilitate the performance management and development system \* **Facilitate and implement the Employment Equity functions:** \* Provide secretariat services to the EE forum \* Facilitate the implementation of the EE Plan \* Provide statistical analysis of employee demographics \* Compilation of the EE report to the Department of Labour \* Provide advice, engage and consult with senior management, labour forums and employees on matters related to EE and its implementation thereof \* Promote and champion EE within the recruitment and selection panels \* **Maintain data integrity:** \* Maintain all HR and employee files for audit purposes \* Ensure minimisation of audit queries in relation to human resources \* Ensure continuous updating of employee information on the system and or files \* Ensure safe keeping on HR Data \* Champion and facilitate change management and transformation processes.

**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](mailto:RTIArecruitment@ebustech-consulting.co.za)**

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**Closing Date: 19 August 2022 @ 16:00 pm**

## **ADVERT**

**Post:** Skills Development Facilitator (X1)  
**Department:** Organisational Development  
**Reference:** SDF/RTIA/2022  
**Salary:** R 477 090,00 (Basic salary, excluding benefits)  
**Term:** Fixed Term Contract (12 months )

**Requirements:** \* National Diploma and or B Degree or Equivalent qualification in Human Resources or Social Sciences \* Post-graduate qualification in the above will be an added advantage \* Skills Development Facilitator course will be an added advantage \* Minimum of five (5) years' relevant working experience within the HR field \* Extensive experience and knowledge in recruitment and selection practices and processes \* Knowledge of HRM and Development related trends, services and products \* Knowledge of employee induction programmes \* Extensive knowledge of legislation and regulations relating to Human Resources Management \* General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic \* Computer literacy \* A valid driver's License.

**Required competencies:** \* Communications skills \* Writing and presentation skills \* Interpersonal skills \* Organisational skills \* Hard working \* Attention to detail \* Focus \* Integrity & Commitment \* Analytical skills \* Quality orientation \* Service delivery orientation \* Extensive Administrative skills \* Good judgment \* Team worker \* Report writing skills \* Flexible/change oriented \* Assertiveness & decisiveness \* Responsiveness \* Databases and/or spreadsheets.

**Duties:** \* **Implement Learning and development** in terms of the Skills Development Act \* Conduct audit skills , facilitate the development of the RTIA's Workplace Skills Plan (WSP) and compile Annual Training Report (ATR) \* Development and reviewing of all learning and development policies and standard operating procedures \* **Implement and facilitate study assistance, internship and learner-ship programmes** \* Maintain relationships with relevant sector education and training authority (SETA) \* Maintain all learning and development employee files for audit purposes \* Ensure minimization of audit queries in relation to learning and development processes \* Ensure compliance with approved processes and legislative frameworks \* Implement risk mitigating interventions in the field \* Champion and facilitate change management and transformation processes in the RTIA \* Provide HR administration services to the Agency \* Facilitate the recruitment and selection processes ( where applicable) \* Provide HR advice within the Agency \* Preparation of monthly and quarterly reports \* **Coordinate and promote the implementation of employee wellness programmes.**

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## **ADVERT**

**Post:** Manager: Financial Reporting (X1)  
**Department:** Finance  
**Reference:** MFR/RTIA/2022  
**Salary:** R 882 042,00 (All-inclusive package)  
**Term:** Fixed Term Contract (12 months)

**Requirements:** \* 3 Year B Degree or Equivalent in financial accounting or post degree in Bachelor of Commerce Honours in Financial accounting \* CA (SA) / CIMA registration will be an added advantage \* A minimum of five (5) years working experience of which 3 must be at management level \* Knowledge of PFMA and National Treasury Regulations and Guidelines \* Expert knowledge of applicable legislation IFRS, GRAP (certification will be an added advantage) Taxation, Company Law, King IV and Corporate Governance \* Knowledge and experience in risk management and corporate governance\* Awareness of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be an added advantage.

**Required competencies:** \* 3 years post articles experience will be an added advantage \* Computer literate i.e. MS Office, Advanced excel skills is essential \*Caseware is essential \* A valid Code 8 drivers license \* Proven experience with report writing and technical requirements analysis \* Solving of problems and propose and critical thinking \* Communicate effectively with others \* People management \* Ability to communicate at all levels effectively and extensive diversity \*Design reports for performance \* Financial / data analysis \* Independent and critical thinking is key to this position.

**Duties: Achievement of work plans;** Develop policies, processes and standard operating procedures \* Provide specialist input in the development of Operational Plans and Strategy \* Execute work plans \* Produce reports \* Respond to audit findings **Management Accounting;** \* Analyse and interpret data \* Conducting reviews and evaluations for cost-reduction opportunities \* Implement documented data management practices \* Prepare monthly management reporting packs \* Liaise with Divisions and Heads of unit re: Actual vs Budget variances \* Oversee proper cash management across all banks held \* Analyze the financial performance of the business units \* Interrogates the annual budgets, forecasts; \* Annually prepare statement of actual to budget comparison **Financial Management and Reporting;** \*Conduct research and keeps abreast of all laws and regulations affecting financial reporting\* Ability to work directly with decision makers and end users \* Process all captured monthly standard journals in the accounting systems \* Prepare all adjusting journal entries \* Process all year end / audit adjustment

journals \* Prepare all public disclosure documents to accompany the annual financial statements submission for auditing \* Assist with inputs for the preparation of the annual report \* Capable to provide technical accounting input \* Liaise with external and internal auditors \* Prepare bi-annual and the annual financial statements using Caseware \* Complete all statutory National Treasury templates quarterly and annually \* Producing and complete financial reports on a quarterly \* Analysis and reporting of information \* Manage the maintenance of a registers for the Agency related to financial reporting \* Oversee the reconciliation of the asset register **Internal Controls and Risk Management;** \* Diagnose and communicate weakness and violations to the control environment \* Continuous improvement of financial policies and practises \* Liaising with auditors \* Developing external relationships with external contacts \* Implementation of audit recommendations \* Assist with monitoring performance to reduce in overall audit or repeat findings \* Develop effective risk management mechanisms **Optimisation of the Section;** \* Keep up to date with new developments in the industry \* Proactively introduce improvement opportunities to optimise organisational success \* Optimise productivity and team work effectiveness \* Maintain open and honest communication \* Engage in problem solving.

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## ADVERT

**Post:** Officer : Accounts Payable (X1)  
**Department:** Finance  
**Reference:** OAP/RTIA/2022  
**Salary:** R 261 372,00 (Basic salary, excluding benefits)  
**Term:** Fixed Term Contract (12 months)

**Requirements:** \* National Diploma or B Degree in Accounting/Finance or equivalent qualification \* Post graduate degree in accounting finance will be an added advantage \* Minimum of two (02) years' relevant experience relating to expenditure/ accounts payables environment \* Basic knowledge of GRAP, PFMA and National Treasury Regulations and Guidelines \* General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Computer literacy (Ms Word, Excel, PowerPoint, etc.) \* Knowledge of relevant prescripts \* Proficiency in the use of SAGE systems \* Expert knowledge of MS Excel and accountancy practices.

**Duties: Support the optimisation of the section/unit;** \* Conduct project administration, recorded keeping produce project related reports \* Demonstrate knowledge of the latest development within area of expertise \* Take ownership for own work, performance management and development \* Engage in problem solving and continuous improvement to maximize output of area \* **Perform the day to day processing of invoice transactions;** \* Maintain a register of all received invoices and requisitions for goods and services received \* Match all invoice received against signed delivery notes, approved purchase orders, contracts, approved bid documents, approved memorandum for goods and services received \* Capture all supplier valid invoices on the accounting system on a daily basis \* Liaise with procurement / supply chain unit and project managers on supplier activities on a daily basis \* Ensure that strict adherence to monthly creditor payment due cycle dates \* Prepare batches of invoices for data entry and sign-off \* Maintain listing of accounts payable Masterfile \* Maintain supplier sub-ledger (GL) within accounting system \* Assist with the preparation of project reports for all project status and analysis \* **Administer the processing of creditors for RTIA;** \* Administer the record and filing system of accounts related payable files. \* Prepare monthly creditors reconciliation ledger \* Effective handling of creditor queries and referral to management of unresolved issues \* Prepare creditor remittance advice for payments and ensure that payment is made according to these reconciliations \* Submit the remittance listing for approval of suppliers to be paid \* Maintain a register of all unrecorded invoices from suppliers or outstanding purchase orders on a monthly basis.

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## **ADVERT**

**Post:** Senior Procurement Specialist (X1)  
**Department:** Supply Chain  
**Reference:** PS/RTIA/2022  
**Salary:** R477 090,00 (Basic salary, excluding benefits)  
**Term:** Fixed Term Contract (12 months)

**Requirements:** \* Bachelor's degree and or National Diploma in Logistics, Procurement, Public Management or Finance \* Working experience SAGE Evolution system\* Minimum of 3 years' experience in Supply Chain Management and procurement/buying with strong technical expertise. A valid driver's Licence. \* Chartered Institute of Procurement and Supply Membership (CIPS) will be ad added advantage.

**Required competencies:** \* Strong understanding and commitment to good corporate governance, \* Knowledge of SCM regulations and relevant legislation and other regulatory requirements including PFMA, \* Detailed working knowledge of the PPPFA, supply chain regulations from National Treasury, BBBEE, \* Strong team player, \* Good influencing and negotiation skills, \* Strong project management skills.

**Duties:** \* **Logistics Management-** Overseeing creation of purchase orders, Facilitating Bid Adjudication Committee Meetings, monitoring of contracts and maintaining contract register, monitoring travelling services, managing of assets and facilitating disposal committee meeting. Supervisory roles. **Planning and Standards:** Awareness building on procurement policy, procedures, process, templates, delegations and performance metrics. Engage Business units (BU) to understand and plan for non-contracted spend through RFQ/RFP process; \* **Value Chain:** Support SCM Unit on delivering on key business imperatives pertaining to cost containment, innovation, productivity and business relevance, Work with the appropriate Business Unit Managers to understand their operational plans, sourcing requirements, budgets, service standards and target (cost, transformation, etc.) ; \* **Execution:** Procuring goods and services to meet user requirements as per agreed service levels, Manage and administer Request for quotation process in line with policy, delegations and SLA; \* **Work with other business units to collate the financial data:** Interactive engagement with Business Units on on-going basis and monthly, Engagement with Internal and External Auditors. \* **Administrative**

**duties:** Ensure proper document management of SCM processes and offer mentorship to subordinates and on the job training where necessary.

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