



Road Traffic Management Corporation

Company Secretary

Ref No. RTMC/ CS / 2019

Salary Package: Negotiable

Purpose: The Company Secretary reports directly to the Board Chairperson and is responsible for processes that are necessary to ensure that the Road Traffic Management Corporation (RTMC) complies with all applicable codes, as well as its legal and statutory requirements. The Company Secretary keeps Board members informed of their legal responsibilities, ensures smooth running of Board activities, advises on Board procedures and adherence requirements, ensures that Board and all Board Committees resolutions are communicated to the relevant people and implemented timeously. The incumbent is also responsible for other activities such as dealing with correspondence, writing reports, contributing to meeting discussions, as and when required, to advise members of the legal and/or governance implications of proposed policies and resolutions as well as the maintenance of governance registers.

Requirements: A Bachelors Degree or equivalent is essential. Candidate must possess at Approximately 4 – 8 years relevant experience.

The successful candidate must have the following attributes and competencies:

Understanding of Corporate Governance and King III; Understanding the transport and road traffic sector; Understanding of road traffic management legislation; Knowledge of the RTMC Act; Understanding of Risk Management processes and procedures; Understanding of Audit and Assurance processes; Understanding of inter-governmental / departmental relations; Understanding of the strategic delivery requirements of RTMC; Policy conceptualisation and implementation, Stakeholder Management, Ability to develop and market new products.

5/05/2019

Main Duties: Manage the Company Secretariat function for RTMC; Develop, maintain and build relationships with current and potential stakeholders to ensure service level requirements are met and to protect RTMC's interest in the relationship; Ensure that the RTMC is in compliance with legislative and regulatory frameworks; Ensure that Board members are aware of compliance issues and their role responsibilities; Manage Board and Board Committee meetings; Perform general people management functions and effective capacity management to ensure smooth running of departments.

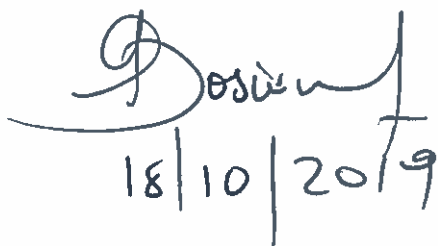
To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. Applications must be forwarded via email to: **rtmc_recruit@capabilityenablers.co.za**. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that details information on the jobs is available on the RTMC website under vacancies.

NB: People with disabilities are encouraged to apply.

Closing date is the 11th November 2019 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries must be made in writing to: Ms Unathi Conjwa on unathi@capabilityenablers.co.za


18/10/2019