



**Administrative Officer: Training Material Development
and Quality Assurance**

Ref No. RTMC/RTTA/AO/2025

Salary Package: Market Related

Position:	Administrator Officer: Training Material Development and Quality Assurance
Business Unit:	Road Traffic Training Academy
Location:	Boekenhoutkloof College
Job Purpose:	The incumbent is responsible for keeping all administration up to date and providing administrative support to the entire Training Material Development and Quality Assurance in Road Traffic Training Academy.

KEY JOB RESPONSIBILITIES:

- To arrange functions and meetings for Training Material Development and Quality Assurance division.
- To ensure that all travel arrangements are made within set requirements regarding all Bookings, Accommodation, Plane tickets.
- Ensure that all conferences and seminars are booked properly and timeously.
- Ensure budget control.
- Arrange internal and external meetings.
- To deal with all correspondence.
- Handling, scrutinising, re-routing and answering of all incoming correspondence (mail and e-mail) by pro-active actions and decision-making regarding: Gather relevant information as requested (Internet, Presentations, Newspapers, etc.), Compiling acknowledgement letters / memo's.
- Prepare memo's, letters, reports, and policies (Dictaphone, electronic recordings and copy).
- Dispatch and follow up of correspondence.
- Dispatch of internal correspondence within own area of responsibility.
- Compile month end, quarterly and year-end reports.
- Gather information and statistics and compile reports based on instructions from General Manager.

- Compile and present Pro-forma budget sheets to the General Manager for approval.
- Maintain files (physical and electronic) and databases.
- To maintain and manage all Training Material Development and Quality Assurance related administrations as per requirements.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF Level 4) essential.
- Diploma in Public Administration/ Administration NQF 5 (Essential)
- National Diploma in Public Administration/ Administration Qualifications (NQF Level 6) advantageous.
- 3 – 4 years of administrative experience (Essential) of six (6) months in a full-time administrative role (desirable)

KEY ATTRIBUTES:

- **Organized and Detail-Oriented** - Ensures accurate documentation, version control, and compliance tracking across training material and QA files.
- **Process-Focused** - Follows established procedures for document development, review, and submission with consistency and accuracy.
- **Accountability and Reliability** - Takes responsibility for managing deadlines, audit preparation, and maintaining accurate records.
- **Team Player with Strong Communication** - Collaborates effectively with curriculum developers, QA managers, assessors, and moderators.
- **Confidential and Ethical** - Handles learner data, assessments, and institutional reports with discretion and integrity.
- **Adaptable and Fast Learner** - Able to adjust to updates in occupational qualification regulations and internal processes.

CORE COMPETENCIES:

- **Training Material Management** - Assists in compiling and formatting learner guides, facilitator manuals, assessment tools, and supporting documents in alignment with QCTO standards.

- **Document Control and Version Management** - Maintains records of all training materials, including versions, amendments, and approval documentation.
- **Quality Assurance Administration** - Supports internal moderation processes, tracks PoE submissions, and ensures documentation aligns with assessment and moderation checklists.
- **Compliance Support** - Assists in preparing documentation for accreditation, verification, and audit purposes (QCTO, SETA, or Quality Councils).
- **Data Management and Reporting** - Manages learner data, registers, attendance, and assessment results using spreadsheets, LMS platforms, or academic management systems.
- **Stakeholder Liaison** - Communicates with facilitators, assessors, and ETQAs to gather and submit necessary QA documentation.
- **Templates and Administrative Tools** - Maintains standard templates for PoEs, moderation reports, curriculum outlines, and material approval forms.
- **Policy and Procedure Familiarity** - Understands institutional QA policies and national occupational qualification compliance frameworks to support accurate implementation.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as copies of qualifications.
- Applications must be forwarded via email to: rttarecruitment@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for in the email.
- The closing date is **16 May 2025 at 16:30 pm** and no late applications will be accepted.

NB: Persons with disabilities are encouraged to apply.

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.

Inquiries: Human Capital at (012) 999 5425

