



**Manager: Training Material Development**

**Ref No. RTMC/RTTA/MTMD/2025**

**Salary Package: Market Related**

<b>Position:</b>	<b>Manager: Training Material Development</b>
<b>Business Unit:</b>	<b>Road Traffic Training Academy</b>
<b>Location:</b>	<b>Boekenhoutkloof College</b>
<b>Job Purpose:</b>	<b>The Manager: Training Material Development is responsible for ensuring that quality training materials are developed by internal and external sources aligned to qualification and curriculum requirements.</b>

**KEY JOB RESPONSIBILITIES:**

- To ensure that quality training materials are developed by internal and external sources.
- To assist the General Manager: Training Material Development and Quality Assurance with the development of the Training Material Development and moderation Policy.
- To develop and ensure the implementation of set training material development standards, processes and procedures.
- To ensure alignment of the policy, standards, processes and procedures with SAQA, QCTO and relevant SETA requirements.
- To consult with tertiary institutions and relevant bodies to enhance training material development processes and methodologies.
- Ensure the implementation of the curriculum in line with identified needs and NQF standards

- To manage the Training Material Development Department within the Road Traffic Training Academy ensuring that set performance expectations are met.
- To manage the communication flow between the team members within the Training Material Development Department and all staff and external service providers.
- To deal with emergencies within the RTMC Operations and ensure that all Training Material Development staff know what needs to be done.
- To maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met.
- Liaise with and discuss training material development needs with identified Higher Education Institutions, the Quality Council for Trades and Occupations, relevant SETA's and bodies of interests.
- To maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Matric (NQF Level 4) essential.
- Bachelor's degree in Education, Human Resource Management, Training and Development Management or equivalent qualification (Essential).
- Honours degree in Education, Human Resource Management, Training and Development Management or equivalent qualification (Advantage).
- Six to eight (6-8) years relevant curriculum development or training material development experience of which 3 years should be at Supervisory level.

#### **KEY ATTRIBUTES:**

- **Standards-Driven** - Deep commitment to aligning all materials with national and industry occupational standards, such as SAQA, NQF, or TVET frameworks.
- **Regulatory Awareness** - Thorough understanding of education and training regulatory bodies, accreditation requirements, and compliance protocols.
- **Quality-Focused** - Strong commitment to instructional rigor, assessment validity, and quality assurance in content development.
- **Attention to Detail** - Precision in mapping unit standards, outcomes, and assessment criteria, ensuring nothing is misaligned or omitted.

- **Collaborative and Consultative** - Works effectively with subject matter experts (SMEs), industry representatives, assessors, and moderators to ensure relevance and accuracy.
- **Ethical and Professional** - Maintains integrity in representation of qualifications, outcomes, and learner achievements.

#### **CORE COMPETENCIES:**

- **Occupational Qualification Framework Knowledge** - In-depth understanding of occupational qualification frameworks, curriculum design principles, and qualification mapping.
- **Curriculum and Material Design** - Skilled in developing learner guides, facilitator guides, assessment tools, and work-integrated learning components.
- **Assessment Development** - Proficient in designing formative and summative assessments that meet moderation and verification standards.
- **Policy and Accreditation Alignment** - Ensures all material aligns with sector education and training authority (SETA) requirements, accreditation standards, and quality councils (e.g., QCTO).
- **Project Management and Delivery** - Capable of managing multiple curriculum development projects with strict timelines, budgets, and stakeholder input.
- **Monitoring and Evaluation** - Designs tools to track training effectiveness, learner performance, and outcomes aligned with occupational competencies.

#### **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: [rttacruitment@rtmc.co.za](mailto:rttacruitment@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

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