



**Manager: Licensing Services (Front Office)**  
**Ref: REG 001/07/2019**

## **THE EMPLOYER**

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act No. 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency' Head Office in Menlyn. The incumbent will report directly to the Senior Manager: Licensing Services.

## **Job Purpose**

To manage a team responsible for the frontline services that ensures compliance with the prescribed rules and approved client service standards. To ensure that all permits are accurately issued according to prescribed rules and verify information provided by the front office for accuracy and completeness.

## **Qualifications**

- A minimum of a three (3) years tertiary qualification in Transport Management.

## **Experience**

- At least three (3) years general supervisory or managerial experience.
- Experience in the licencing environment will be an advantage.

## **Competency Requirements**

- In-depth knowledge of the Cross-Border Road Transport Act;
- Knowledge of regulatory policies and procedures;
- In-depth knowledge and understanding of bi- and multi-lateral road transport agreements;
- Operational policies and procedures;
- General management statutory requirements such as PFMA, LRA etc.

## **Key Performance Areas**

- Front desk Management;
- Manage the issuing of permits;
- Manage technical matters;
- Manage front office activities;
- Facilitate and define performance objectives with direct reporting positions;
- Manage divisional expenditure within allocated budget;
- General Management; and
- Reporting.

**CLOSING DATE: 13 August 2019**

**BENEFITS:** The employer offers an all-inclusive market related package.

Submit detailed CV's including copies of qualifications to: [recruitment3@cbrta.co.za](mailto:recruitment3@cbrta.co.za). Kindly indicate the reference number.

C-BRTA reserves the right not to appoint. Short-listed candidates will be subjected to a reference, security clearance and criminal records check.

**PLEASE NOTE: If you do not hear from the C-BRTA 21 days after the closing date, consider your application to be unsuccessful.**

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