

THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key focus areas of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit www.cbrta.co.za

JOB PURPOSE

To direct, control, coordinate & optimise resources to meet established objectives in the office of the Executive and ensure implementation, monitoring and reporting of the operational plan including supporting the work of the Executive.

REQUIREMENTS

Formal Qualifications:

- Degree or NQF level 7 qualification in Business Administration/ Law or related field

Experience:

- 5 years relevant experience
- 3 years in supervisory position

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Manage strategic relationships in the office of the Executive.
- Champion policy frameworks and objectives with stakeholders to ensure integration between divisions in pursuit of strategic goals.
- Provide support to the Executive to ensure delivery of objectives of the office.
- Monitor achievements and fulfillment of commitments to external stakeholders.
- Manage the resources of the office of the Executive.

COMPETENCY REQUIREMENTS

- Planning and reporting.
- Ability to build inter-relationship with external stakeholders.
- Knowledge and application of project management systems
- Knowledge of SADC Political and economic environment
- Office Management skills
- Good analytical skills
- Good writing skills
- Ability to work on Microsoft Office Suite
- Ability to develop actionable items from operational plans.
- Human Resource management skills
- Knowledge and understanding of CBRTA Act. Knowledge and understanding of CBRTA Act.

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Ayanda Zwane at recruitment19@cbrta.co.za and please **quote the reference number.**

NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities and blacks are encouraged to apply.

BENEFITS:

Employer offers an all-inclusive remuneration package of R893,300. 00 p.a.

Closing Date: 29 November 2022

C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination, and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal> which **HR. Processing Notice** we request you kindly download and read.