

**ROAD TRANSPORT AND SAFETY AGENCY**

**INTERNAL EMPLOYMENT OPPORTUNITIES**

The Government of the Republic of Zambia adopted a robust transport policy in the year 2002. As a consequence, the Road Transport and Safety Agency (RTSA) was established through an Act of Parliament; the Road Traffic Act No. 11 of 2002. RTSA has the mandate to implement Government policy on road safety and transport management.

The following vacancies now exist for suitably qualified and experienced persons:

1. **Station Manager – RTSA5 (1 Position) – Mpika Station**

**Purpose of the job**

Reporting to the Regional Manager the incumbent will be responsible for registering and licensing motor vehicles and trailers, licensing drivers in accordance with the provisions of the Road Traffic Act of 2002 and undertake enforcement of the provisions of the Road Traffic Act No. 11 of 2002.

Duties and Responsibility

1. To register motor vehicles and trailers in accordance with the Act through performing the following functions;

* Re-registration
* Conversion
* Vanity Registration
* Reverting vanity registration and
* Change of ownership
* Change of Motor vehicle particulars

1. To maintain the register of motor vehicles and trailers in accordance with the Act;
2. To licenses motor vehicles and trailers in accordance with the Act;
3. To licenses dealer for motor vehicles and trailers in accordance with the Act;
4. To licenses driving schools and instructors in accordance with the Act;
5. To issue cross border permits in Accordance with the protocols on Transport, Communications and meteorology;
6. To issue Road Service Licenses in accordance with the Act;
7. To examine and test drivers for the purpose of issuance of driving licenses in accordance with the Act;
8. To examine motor vehicles and trailers for the purpose of roadworthiness certificate in accordance with the Act;
9. To investigate Road Traffic Accidents;
10. To effectively use ZAMTIS in executing his functions;
11. To attend to court cases whenever called upon;
12. To conduct effective road traffic patrols;
13. To provide input for the preparation of the Annual Work Plan and budget for the station;
14. To prepare monthly activity reports for the station and submit to the Regional Manager;
15. To supervise revenue collection at the station;
16. To perform any other duties as may be assigned from time to time by the Regional Manager;

**Requirements**

1. Bachelor’s Degree in engineering or Advanced CILT Diploma or related field
2. Three years of experience
3. Member of the Zambia Institute of Logistics Transport of Engineering Institute of Zambia.
4. **Revenue Officer – RTSA6 (2 Positions) – Mazabuka and Mongu Stations**

**Purpose of the Job**

The job holder will account for all revenue collected by Road Transport and Safety Agency, Carry out timely banking according to the requirement of the Financial Regulation, prepare Revenue Cash Books, prepare Revenue Accounts and perform other related assignments.

Duties and Responsibilities

1. Ensure that all revenue collected is properly receipted, accounted for and banked intact for credit of the Central Bank.
2. Ensures that all revenue collected is banked within 48 working hours.
3. Accounts for all treasury transactions in accordance with acceptable accounting standards.
4. Facilitates a system of controlling the sourcing, storage, distribution and monitoring usage of all Accountable Documents in RTSA.
5. Ensure that there is an efficient system of monitoring the transfer and reconciliation of revenue collecting points onto the Commercial Banks and ultimately to the Bank of Zambia.
6. Implements Proactive measures to counter and detect potential frauds.
7. Ensures timely reporting in order to meet deadlines.
8. Ensures proper record keeping for easy retrieval of data.
9. Prepares regular reconciliation of revenues in order to be up to date with figures.
10. Performs any other duties as may be assigned from time to time by the Revenue Accountant.

Requirements

1. University Degree in Accountancy
2. Part II of a professional qualification such as ZICA, ACCA, and CIMA
3. Understanding of accounting, monitoring of revenue collection and banking systems
4. Member of Zambia Institute of Chartered Accountants
5. **Data Capture Clerk – RTSA7 (1 Positions) – Ndola Station**

The job holder will be responsible for the following;

1. Capturing Data related motor vehicle examination, registration and driver licensing etc into eZAMTIS
2. Ensure that documents are properly filed for future references
3. Ensure security of data by not allowing access to computers by un authorized persons
4. Carry out any other duties as may be assigned by the supervisor from time to time.

**Requirements**

1. Holder of certificate in IT, IMIS or equivalent;
2. Ability to work under pressure;
3. Able to work well with Microsoft office;
4. At least two years of relevant work experience.
5. **Examiner - RTSA7 (1 Position) – Livingstone Station**

**Purpose of the Job**

Reporting to the Assistant RTSA Officer, the incumbent shall undertake examination of drivers, motor vehicles and trailers to facilitate effective registration and licensing of drivers, motor vehicles and trailers in accordance with the Road Traffic Act No. 11 of 2002

**Duties and Responsibility**

1. To examine drivers for the purpose of issuance of driving license;
2. To examine motor vehicles and trailers for the purpose of issuance of roadworthiness certificate;
3. To carry out Road Traffic Accident investigations in order to ascertain the likely cause of the Accident;
4. To perform any other duties as may be assigned from time to time by the Assistant RTSA Officer.

Requirements

1. Higher Diploma or Craft Certificate in automotive engineering or related field;
2. Two years work experience;
3. A member of the Zambia Institute of Logistics and Transport.
4. **Registry Clerk – RTSA8 (1 Position) – Mongu Station**

The job holder will be responsible for the following;

**Duties and responsibilities**

1. Filing, tracking and safe keeping of Agency documents;
2. Prepares Business letters and documents
3. Dispatches documents
4. Develops and updates the filling index for documents in your department;
5. Ensures all correspondence is placed on appropriate files.
6. Performs any other duties as may be assigned from time to time by the supervisor.

**Requirements**

* 1. Certificate in records Management or equivalent;
  2. Ability of using computers
  3. At least one year of work experience in record keeping.

Interested applicants should submit their application letters, detailed Curriculum Vitae, copies of academic & professional Qualifications to the following address;

The Head Human Resource & Administration

Road Transport and Safety Agency

Box 32167

**LUSAKA**

Scanned copies shall be accepted provided all required documents are attached

The closing date for receiving applications is **19th February, 2021.**