

Ubuntu Municipality



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ubuntu · ithemba · izithethe  
humanity · hope · heritage*

## **EXTERNAL ADVERTISEMENT**

Ubuntu Local Municipality, an equal opportunity, affirmative action employer headquartered in Victoria West, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career development opportunities:

### **TESTING OFFICER: LEARNER/DRIVER LICENCES EXAMINER OF VEHICLES x1**

Salary: T (10) – 9 (R289 128.00 p.a)

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

### **Key Requirements**

- Grade 12
- Traffic Officer Diploma and ITO's
- Examiner of Vehicles and Examiner of Licences
- Code EC Driver's license
- Basic Computer Competency
- Good communication skills
- Bilingualism
- Testing experience
- Must be able to work under pressure

### **Duties and Responsibilities**

The incumbent of the post will be responsible to:

- Coordinates and controls the application of procedures associated with the driver testing and registration or licensing to ensure road safety is maintained

- through accurate and assessment, certification or licensing of applicants, drivers and vehicles satisfying the minimum prescribed requirements.
- Attends to specific administrative recording and recordkeeping sequences to ensure information, records and reports are organized, completed, submitted and/or maintained in accordance with procedures and guidelines directing administrative outcomes.
  - Inspects licence-testing facilities in order to identify defects or need for replacement.
  - Reports defects to Supervisor.
  - Monitor's availability of relevant documentation and informs supervisors of material requirements.
  - Authorises conversion or renewal of driver's and PRDP licences in order to determine candidate's eligibility for driver's license.
  - Handles public queries and enquiries by addressing the public in person or by phone.
  - Referring issues that cannot be solved to the Supervisor.
  - Perform any other related duties as instructed by Supervisor.
  - Perform Law Enforcement and implement bylaws.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Chief Traffic Officer, Ms. NP Fula at 053 6211 079.

Closing date: 09 April 2021 at 12H00

Mr. SS Ngwevu  
Municipal Manager  
Ubuntu Municipality  
Private Bag X329  
**VICTORIA WEST**  
7070

Tel: 053 6210 026

- Canvassing of selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late, facsimile or emailed applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to shortlisted candidates.

  
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**SS NGWEVU**  
**MUNICIPAL MANAGER**