

Ubuntu Municipality



NOTICE NUMBER: 05/2021

DIRECTORATE: CORPORATE AND COMMUNITY SERVICES

EXAMINER OF LEARNER/DRIVING LICENCES (X2 POSITION)

REMUNERATION: R 236 160.00 – R 310 452.00

FRINGE BENEFITS

- 13th Cheque
- Pension fund benefits
- Medical aid fund Benefits
- Leave benefits
- Housing Benefits

REQUIREMENTS:

- Grade 12
- Traffic Diploma and ITO`s
- ITO 1 or 2/ or Examiner of Vehicles
- Examiner of Licences
- Code EC Driver`s License
- Good Interpersonal communication skills
- Computer literate
- At least three years relevant work experience
- Natis
- Bilingualism
- Sober Habits
- The ability to work under pressure

DUTIES

- Coordinates and control the application of procedures associated with driving 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 record keeping sequences to ensure information, records and reports are organized, completed, submitted and 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
- Monitors availability of relevant documentation and informs supervisor of material requirements.
- Authorises conversion or renewal of driver`s and PrDP licenses in order to determine candidate`s eligibility for driver`s license.
- Handles public queries and enquires by addressing the public in person or by phone.
- Referring issues that cannot be solved to supervisor.

PLEASE NOTE: No faxed or emailed applications will be accepted. A covering letter clearly stating the position you are applying for ,certified copies of academic qualification and a copy of your curriculum vitae must be accompany all applications.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Ubuntu Municipality ,78 Church Street ,Victoria West 7070

CLOSING DATE: 23 AUGUST 2021

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty(30) days of the closing date ,you should consider your application as being unsuccessful
- ❖ No late ,facsimile or email applications will be accepted
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



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