

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 38/2019

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATES: COMMUNITY SERVICES

1. SENIOR CLERK: MOTOR REGISTRATION (DE AAR)

Salary: R 161 505.00 – R 209 638.00 (Task Level 7)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- 3 years relevant experience
- Proven supervisory skills
- Computer literacy
- Sound human relations, communication, negotiation and presentation skills
- Report writing skills
- Creative and analytical thinking
- Ability to work under pressure
- Good understanding of the Road Traffic Act

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- See to it that work is performed according to work plan, normal operating activities and ad-hoc instructions from Supervisor and reports on activities performed to ensure proper executing of functions
- To ensure administrative procedures and guidelines are adopted, applied and complied with in all transactions, activities and sequences associated with licensing.
- See to the effective utilization, application and maintenance of equipment, tools and material.
- Ensure that all equipment, tools and material remains in a good working condition.
- Perform administrative and human resources related activities in order to ensure the executing of administration tasks and the well-being of all staff members.
- Processing vehicle licensing and registration applications to ensure client needs are professionally attended to and information accurately processed in accordance with laid down guidelines.
- Reconciles payments and cash deposits against transactional information / statements to ensure receipts and deposit related transactions are checked and verified in accordance with laid down departmental/audit procedures.
- Provides routine information related to vehicle licensing and registration procedures to ensure enquiries are professionally attended to and the necessary guidance or guidelines in terms of regulations accurately communicated to enable compliance.
- Ensure that proper reporting procedures are executed.
- To ensure that the post's responsibilities regarding interaction and liaison are efficiently executed.

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 Director: Community Services, Mr HM Joka at 053 632 9100.

Closing date: 18 OCTOBER 2019 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for 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 or facsimile 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 short-listed candidates.

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**I VISSER
MUNICIPAL MANAGER
PO Box 42
De Aar
7000
Tel: 053 632 9100**