

THEEWATERSKLOOF

Municipality

Applications are hereby invited from persons for appointment in the under mentioned vacancy.

SUPERVISOR: REGISTRATION AND LICENSING - CALEDON

Salary: Post level T09 – Between R228 372.00 p.a. and R296 376.00 p.a.

The most eligible candidate must be in possession of a Grade 12 with two (2) years relevant NaTIS Supervisor experience. Must be computer literate. A valid Code B driver's license. Effective communication skills in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Supervise staff * Transact transaction that may be done by Supervisor only, e.g. Changing vehicle details, tare or gross vehicle mass and exemption from licensing certain vehicles etc. – entered on NaTIS system and perform TMS transactions * Auditing of all transactions regarding driver's license and vehicle registration * Checking relevant transactions for correct source of documents * Checking reconciliations and whether correct fees were charged * do supervisor transactions * Daily closing of an reporting to Provincial Department of Traffic Western Cape * Register face-value documentations * Liaise with external departments * Attend meetings as requested.

Enquiries: Mr. R Hendricks – Acting Manager Public Safety

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 02 December 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)