

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the undermentioned vacancy.

Please note: This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.

MANAGEMENT REPRESENTATIVE: MVR / DLTC / VTC – RIVIERSONDEREND

Salary: Post level T9 – Between: R268 104.00 p.a. and R347 928.00 p.a.

The most eligible candidate must be in possession of a Grade 12 Certificate and Examiner of Driving License Diploma (**originally certified copies must be attached**). 3 – 5 years' relevant experience (**experience must be clearly stated in the application form**). Applicants must be registered as an Examiner of Driving Licenses (Grade A) and Examiner of vehicles Grade A (**originally certified copies must be attached**). A valid Code A and EC divers license (**originally certified copies must be attached**). Must be trained and have a full understanding of the latest Procedure Manual for NaTIS Operators (**experience in NaTIS operations must be clearly stated in the application form**). Must have sound knowledge of the National Road Traffic Act, Act 93/1996. Must be computer literate and be able to communicate in at least 2 (two) of the 3 (three) official languages in the Western Cape, namely English, Afrikaans and Xhosa. No Criminal Record (Important – a valid SAPS Clearance Certificate or proof of application for a SAPS Clearance Certificate must accompany your application (**originally certified copies must be attached**)). Only applicants with the highest levels of personal integrity will be considered.

Special conditions:

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copies of Gr.12 Certificate and Examiner of Driving License Diploma
- Originally certified copy of Proof of registration as an Examiner of Driving Licenses (Grade A) and Examiner of vehicles Grade A.
- Originally certified copy of Code A and EC divers license.
- Originally certified copy of Valid SAPS Clearance Certificate or proof of application for a SAPS Clearance Certificate
- Originally certified copy of ID document

Key Performance Areas: Supervise Driving License Test Centre (DLTC) and ensure that all processes are implemented in terms of the National Road Traffic Act, Act 93/1996 * Manage and Control the Driving License Test Centre (DLTC) by operating in accordance with a Quality Control System * Maintain the Quality Control System to ensure that all documentation is kept at the DLTC * Manage the maintenance of the Test Yard and equipment * Compile Weekly/Monthly/Annual reports * Investigate complaints regarding the DLTC * Compile and ensure that statistics are compiled and submitted to Head Office and Provincial Department of Transport and Public Works * Other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies - Problem Solving - Communication - Resilience - Negotiation and Influencing - Ethics and Professionalism	Public Service Orientated competencies - Interpersonal Relationships - Service Delivery Orientated - Client Orientated
Personal Competencies - Action and outcome orientated - Change readiness - Cognitive ability - Learning Oriented	Management / Leadership competencies - Team Orientated - Impact and Influence - Direction setting

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.

W Hendricks, Municipal Manager, P O Box 24, 10 Church 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 settling of furniture removal cost under certain conditions.

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

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. L Coetser – Senior Superintendent: Registration and Licensing

Tel: 028 2143300

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: 24 October 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)