

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

SENIOR ADMINISTRATOR: MOTOR REGISTRATION AND LICENSING – THEEWATERSKLOOF TRAFFIC SERVICES (CALEDON)

Salary: Post level T11 – Between: R339 312.00 p.a. and R440 400.00 p.a.

The most eligible candidate must be in possession of a Senior Certificate (***originally certified copy must be attached***). 4 – 6 years administrative experience in the field of traffic registration and licensing of which at least two (2) years must be on a supervisory level (***experience must be clearly stated in the application form***). A valid code B or EB driver's license. (***originally certified copy must be attached***) Specialized knowledge of administrative procedures in the NATIS system and Traffic legislation. Must be computer literate. No Criminal Record (***originally certified copy of Clearance Certificate or Proof of application of clearance certificate must be attached***) Must be able to communicate effectively in at least two (2) of the three (3) official languages namely English, Afrikaans and Xhosa. Must have good leadership skills. Candidates must be able to work overtime. Knowledge of payments to Department of Transport, DLCA & SABS and reconciliation of payments. Must also be willing to work at any office within the Theewaterskloof municipal area as and when the operational need arise. Other duties as requested from time to time.

Please note: 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 copy of Senior Certificate
- Originally certified copy of Valid Code B or EB driver's license
- Originally certified copy of Clearance Certificate or originally certified copy of Proof of application of clearance certificate
- Originally certified copy of ID document

Key performance areas: Provide administrative and supervision over 4 licensing offices within the municipality * ensure legislative compliance in respect of driver's licenses, motor registration & road worthy offices * provide guidance and advice to staff * compile various reports * ensure proper financial administration between the different motor registration and driver's license offices * enhancing procedures and processes by training junior staff * develop and implement control measures at different registration offices * responsible for discipline in different registration and licensing offices * conduct regular audits at the different stations to ensure compliance * other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies <ul style="list-style-type: none">- Written Communication- Resilience- Negotiation and Influencing- Ethics and Professionalism- People Management- Problem Solving	Public Service Orientated competencies <ul style="list-style-type: none">- Interpersonal Relationships- Service Delivery Orientated- Client Orientated
Personal Competencies <ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented	Management / Leadership competencies <ul style="list-style-type: none">- 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: Contact Mr. L Coetser – Senior Superintendent Motor 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: 20 June 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)