



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

RE-ADVERT

DEPARTMENT	: COMMUNITY SERVICES
POSITION	: EXAMINER (VEHICLE & DRIVER LICENCES)
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 10
SALARY NOTCH	: R 285 983.98
SALARY SCALE	: R 285 983.98 – R 371 252.93 pa
REF. NO	: KZ293COMPS 019

KEY REQUIREMENTS

The incumbent must have Matric Certificate, Basic Traffic Officer Diploma/ Examiner of Driver license Diploma (Grade D) Computer Literacy – Office Applications and specific systems related eNatis plus a minimum of two year's relevant working experience within the Public or Local Government sector. Valid driver's license code EC.

KNOWLEDGE, SKILL AND COMPETENCY REQUIREMENTS

- Interpretative skills, understanding and knowledge of Roads and Traffic Acts and regulations.
- Knowledge of eNatis and its procedures.
- Knowledge of good governance principles, Service Delivery, Batho Pele principles.
- Good presentation and communication skills.
- Accountability and Ethical Conduct.
- Understanding Bookkeeping process
- Understanding of customer service process.

KEY RESPONSIBILITIES

TESTING AND LICENSING:

Coordinates and controls the application of procedures associated with the vehicle/ driver testing and registration or licensing, by:

- Checking details of application received for Drivers licenses, Professional driving Permits, Driving Instructors Permits, Disabled Drivers Permits, Foreign and International Driving Permits against identification and/ or relevant supporting documents.
- Applying written/ oral examination/ testing sequence for Learner Driver applications, moderating results and, establishing and informing applicants of outcomes.
- Determining driving abilities of applicants in accordance with Road Safety and Traffic legislations, conducting visual/ oral tests and using K53 applications to establish conformance/ deviations prior to issuing license.
- Evaluating and/ or conducting competency tests and associated requirements prior to the issuing of relevant driving permits.

- Converting/ renewing licences by compiling accurate documentation, conducting eye tests, completing image screening sheets, taking fingerprints and fixing recent photos of the applicant to the sheet), and checking the validity of existing licenses.
- Maintaining of equipment and uniforms in accordance with departmental standards and requirements and reporting on defects.

INFORMATION RECORDING AND RECORDKEEPING

Attends to specific administrative recording and recordkeeping sequences, and meetings by:

- Attending meetings held by the Department of transport and providing inputs and challenges relevant to the functioning of the Testing Centre.
- Completing procedural information, forms, documents and notifications and submitting for further processing.
- Updating schedules and registers reflecting licensing and testing applications processed and extracting summarized reports detailing the status of activities and forwarding to the immediate superior for processing.
- Receiving directives from the Superintendent and implementing procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
- Maintaining records of applications, reports and tests, using alphanumeric sequences to file documentation and/ or accessing/ retrieving information to support query resolution.
- Recording and maintaining daily, monthly, and annual statistics in respect of number of candidates tested applicants.
- Performing eNaTIS related functions pertaining to processing of Learners/ Driver's license applications and results and issuing of relevant licenses and permits.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

CLOSING DATE: 07 APRIL 2025 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to the Municipality Premises by the Reception Area in the applications box or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.** Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER


DATE