



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

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## EXTERNAL ADVERTISEMENT

**NOTICE NO: 14/2021**

**Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. 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.**

### **DIRECTORATE: CORPORATE SERVICES**

#### **1. TRAFFIC/TESTING OFFICER: LEARNER/DRIVER LICENCES EXAMINER OF VEHICLES**

**Annual Salary: R239 149.20 (Task Grade 10)**

**Abovementioned post offers the following benefits:**

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits

#### **Key Requirements:**

- Grade 12
- NQF Level NQF Level 4
- Examiner of Licences
- Code EC Drivers license
- Basic computer competency
- Good communication skills
- Bilingualism
- Testing experience
- Must be able to work under pressure
- Must be able to handle stress

#### **The incumbent of the post will be responsible to:**

- Coordinates and controls the application of procedures associated with the driver testing and registration or licensing to ensure road safety is maintained through accurate and assessment, certification or licensing of applicants, drivers and vehicles satisfying the minimum prescribed requirements.
- Attends to specific administrative recording and recordkeeping sequences to ensure information, records and reports are organized, completed, submitted and/or maintained in accordance with procedures and guidelines directing administrative outcomes.
- Inspects licence-testing facilities in order to identify defects or need for replacement.
- Report defects to Supervisor
- Monitors availability of relevant documentation and informs supervisor of material requirements.
- Authorises conversion or renewal of driver's and PrDP licenses in order to determine candidate's eligibility for driver's license.
- Handles public queries and enquiries by addressing the public in person or by phone.
- Referring issues that cannot be solved to the supervisor.

- Perform any other related duties as instructed by supervisor

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**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 Senior Manager Corporate Services, Mr TR Oliphant at 053 2030 005/8.**

**Closing date: 28<sup>th</sup> May 2021 at 12h00**

**Mr Michael R. Jack  
Municipal Manager  
Thembelihle Municipality  
PO Box X3  
HOPETOWN  
8750  
Tel: 053 2030 005/8**

- 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.