



THEMBELIHLE

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

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

✉ Private bag X3HOPETOWN8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 26/2025

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, actively promoting representation in terms of race, gender, and disability.

DIRECTORATE: COMMUNITY SERVICES

- 1. POST: EXAMINER (DRIVERS LICENSE – PERMANENT POSITION)**
- 2. Remuneration: R304 816.44 per annum (Three Hundred and Four Thousand Eight Hundred and Sixteen and Forty-Four Cents Per Annum)**

Abovementioned post offers the following benefits:

- Leave benefits
- 13th cheque
- Medical Aid Benefits

3. Requirements:

- Grade 12.
- Learners / Drivers License Examiner's Diploma - NQF Level 6
- Computer Literacy – Office Applications and specific systems related eNatis
- Code B Driver's License.
- 2-3 Years' Experience in a similar working environment.

4. Key Performance Areas:

- Verify details of applications for driver's licences, professional driving permits, driving instructors' permits, disabled drivers' permits, and foreign or international driving permits against identification and supporting documents.
 - Conduct written and oral examinations for learner driver applications, moderate results, and inform applicants of outcomes.
 - Assess driving abilities of applicants in line with road safety and traffic legislation, including visual/oral tests and K53 testing standards.
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- Conduct competency tests and ensure compliance prior to issuing driving permits.
- Process conversions and renewals of licences, conduct eye tests, take fingerprints and photos, and verify existing licences.
- Maintain equipment and uniforms according to departmental standards and report defects.
- Attend meetings held by the Department of Transport and provide input on relevant operational issues.
- Complete procedural documentation, forms, and reports for submission and processing.
- Update registers and extract summarized reports for submission to the immediate superior.
- Implement directives from the Chief Traffic Officer and ensure compliance with legislative requirements and procedures.
- Maintain records of applications, reports, and test results, ensuring proper filing and retrieval for query resolution.
- Record and maintain daily, monthly, and annual statistics, including applicant demographics, training institutions, licence types, and success/failure rates.
- Perform NaTIS-related functions pertaining to processing learner/driver licence applications, results, and issuance of relevant licences and permits.

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 (or email their application to recruitment@tlim.gov.za) 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 Trevin R Oliphant at 053 2030 005/8 or mcs@tlim.gov.za.

Closing date: 14 November 2025 at 16h00

**Kealeboga G Gaborone
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.
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