



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Community and Protection Services

TRAFFIC SERVICES

Driver's License Testing Officer (5.4.5.7.1)

Minimum Requirements: Senior Certificate (Grade 12) or equivalent • Registered grade A Examiner of Driving Licenses • Valid code A and EC driving licenses • A valid professional driving permit

Other Requirements: The Examiner of Driving Licences must be able to work under challenging conditions and be able to serve all clients with dignity and professionalism at all times • Must be able to reason and make decisions independently within the constraints of legislation • Able to apply sound administrative skills in order to render a quality service to the public in the WC024 • Computer literacy (Ms Windows, MS Office, Natis & Intranet) • Good people skills, including ability to handle conflict effectively and function within a team as well as individually • Medically fit • Sound interpersonal skills • Client service skills • Interpersonal communication skills • Service orientated approach • In-depth knowledge of all applicable legislation and guidelines within the specific area of functionality • In-depth knowledge of the K-53 system on testing of applicants for Learners and Drivers Licenses • Good understanding of the National Road Act • Ensure that any form of malpractice or violation of prescribed legislations is dealt with and reported to senior management • Ability to communicate effectively in at least two of the three official languages of the Western Cape (English, Afrikaans and isiXhosa) • Subject to police clearance • Subject to NATIS clearance and any vetting system available to Municipality • Applicant must not be previously involved in any fraudulent activities/resigns as a result of investigation of such activities. Must be actively performing the duties of Examiner of Driving Licenses not less than 1-2 years • Must have his/her own transport •

Responsibilities/Duties: Testing of applicants for learner's & driver's licenses • Verify question papers for learner's licenses • Eye testing of applicants for learner's & driver's licenses • Authorization of learner's & driver's licenses • Preparation for fingerprint verification • Conversion of foreign driver's licenses • Driver's License Renewal • Application for PrDP • Application for Instructors Certificate • Combat Fraud and Corruption • Ensure Legislative compliance • Comply to health & safety requirements

Job related enquiries: Ayanda Royi (021- 808 8846)

Salary: R 195 554.09- R 253 824.81 (T 10 of a Grade 4 Municipality) subject to evaluation

In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Closing date: 23 October 2017 @ 12h00.



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

If you do not hear from us within ten weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
